



Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 Region XI  
 SCHOOLS DIVISION OF DIGOS CITY  
 Digos City



**REQUEST FOR QUOTATION**

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Contact No. \_\_\_\_\_  
 TIN No. \_\_\_\_\_

RFQ No. **24-04-038A**  
 Date: **April 15, 2024**  
 Date and Time of Opening: **April 19, 2024, 9:30 AM**

Please quote your lowest price on the item/s listed below, subject to the General Conditions, stating the shortest time of delivery and submit your quotation duly signed by your representative.

**MARIA GENEVIEVE T. FRANCO QUETE**  
 BAC CHAIRMAN

**NOTE:**

1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
2. DELIVERY PERIOD MUST BE ON **APRIL 22, 2024**.
3. PLACE OF DELIVERY: DEPED-SCHOOLS DIVISION OF DIGOS CITY
4. PRICE VALIDITY MUST BE WITHIN THIRTY (30) DAYS.
5. PAYMENT TERM: WITHIN 30 DAYS
6. INDICATE PRICES PER ITEM AND TOTAL AMOUNT
7. BIDDERS MUST SUBMIT CERTIFIED PHOTOCOPY OF THE FOLLOWING

**REQUIRED DOCUMENTS TOGETHER WITH THE RFQ:**

- a) Mayor's/Business Permit
- b) PhilGEPS Registration
- c) Income/Business Tax Return
- d) Omnibus Sworn Statement (ORIGINAL)
- e) Bank Account Number (Photocopy of any Proof of Bank Account)

**NOTE:** For CY 2024, bidders shall submit these documents to DepEd Digos City Division only **ONCE**.

8. Approved Budget: **P 11,600.00**

(FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL)

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
1	<b>Procurement and Delivery of:</b> <b>Afternoon Snacks for the PRIME-HRM Benchmarking Activity of DepEd - Schools Division of Davao Occidental at DepEd - Schools Division of Digos City on April 22, 2024</b>	head	58		
	Specifications: PM Snacks - Egg sandwich with canned mango juice and bottled water				
	Packed food to be delivered at DepEd Schools Division of Digos City, Roxas Street, Digos City With free chichiria and peanut				
	<b><u>SUBJECT TO WITHHOLDING TAX</u></b>				

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices noted above.

Canvassed by:  
*Renz Concelos*  
 4/15/2024  
 Date

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Telephone/Cellphone Number

\_\_\_\_\_  
 Printed Name/Signature of Authorized Representative

Date: \_\_\_\_\_