REQUEST FOR QUOTATION

Company Name _____

Address _____

Contact No. _____

TIN No. _____

RFQ No. **24-05-057**

Date: **May 30, 2024**

Date and Time of Opening: **June 3, 2024, 10:00 AM**

MARIA GENEVIEVE T. FRANCISQUETE
BAC CHAIRMAN

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.

NOTE:

1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
2. DELIVERY PERIOD MUST BE WITHIN 10 DAYS UPON RECEIPT OF PURCHASE ORDER.
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 34,000.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
	Procurement of Delivery of:				
	Printing Supplies for the Reproduction of ADM Module/Activity Sheets				
Lot 1	Book paper, legal, 70 gsm	ream	106		
	Brother Ink:				
	BT D60 BK	bottle	1		
	BT 5000 M	bottle	1		
	BT 5000 C	bottle	1		
	BT 5000 y	bottle	1		
	SUBJECT TO WITHHOLDING TAX				

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

Canvassed by:

05/20/24
Date

_____
Company Name

_____
Telephone/Cellphone Number

_____
Printed Name/Signature of Authorized Representative

Date: _____