



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. **24-06-068B**
 Date: **June 27, 2024**
 Date and Time of Opening: **July 1, 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. FRANCISQUETE
 BAC CHAIRMAN
 For and in the absence of the BAC Chairperson:


CLARENCE S. PILLERIN
 BAC VICE-CHAIRMAN

NOTE:

- ALL ENTRIES MUST BE LEGIBLY WRITTEN.
- DELIVERY PERIOD MUST BE **ON OR BEFORE JULY 2, 2024 AND JULY 15, 2024 FOR LOT 3 AND LOT 4 RESPECTIVELY.**
- PLACE OF DELIVERY: **DEPED-SCHOOLS DIVISION OF DIGOS CITY**
- PRICE VALIDITY MUST BE WITHIN THIRTY (30) DAYS.
- PAYMENT TERM: **WITHIN 30 DAYS**
- INDICATE PRICES PER ITEM AND TOTAL AMOUNT
- BIDDERS MUST HAVE A PHYSICAL STORE WITH READILY AVAILABLE SUPPLIES IN CASE IN NEED OF POST-QUALIFICATION EVALUATION
- BIDDERS MUST SUBMIT CERTIFIED PHOTOCOPY OF THE FOLLOWING

REQUIRED DOCUMENTS TOGETHER WITH THE RFQ:

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

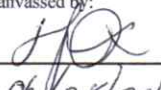
NOTE: For CY 2024, bidders shall submit these documents to DepEd Digos City Division only **ONCE**.

9. APPROVED BUDGET: **Lot 3 - P9,900.00 & Lot 4 P9,900.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 3	Procurement of Supplies and Materials for the Development, Expert Validation of Lesson Scripts for Catch-up Fridays in Math 3				
	Notebook, spiral, 80 leaves	piece	33		
	Ballpoint pen, 0.7mm, blue	piece	33		
	Bag, expanding zipper with handle, transparent, envelop style	piece	33		
	Pencil, wooden with eraser	piece	33		
	Sticky notes, 3x3inches, bright colors, one color per pad	pad	15		
	Paper, multi-purpose, A4, 70 gsm	ream	5		
	Construction paper, assorted colors, 9x12in., 250 sheets/pack	pack	2		
	Specialty paper, cream, letter 8.5x11", 90gsm, 500 sheets/ream	ream	1		
Lot 4	Procurement of Supplies and Materials for the Workshop on the Finalization of Lesson Scripts for Catch-up Fridays in Math 3				
	Notebook, spiral, 80 leaves	piece	33		
	Ballpoint pen, 0.7mm, blue	piece	33		
	Bag, expanding zipper with handle, transparent, envelop style	piece	33		
	Pencil, wooden with eraser	piece	33		
	Sticky notes, 3x3inches, bright colors, one color per pad	pad	15		
	Paper, multi-purpose, A4, 70 gsm	ream	5		
	Construction paper, assorted colors, 9x12in., 250 sheets/pack	pack	2		
	Specialty paper, cream, letter 8.5x11", 90gsm, 500 sheets/ream	ream	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: 
 Date: 06/28/24

 Company Name

 Telephone/Cellphone Number

 Printed Name/Signature of Authorized Representative

Date: _____