



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. **24-07-071B**  
 Date: **July 5, 2024**  
 Date and Time of Opening: **July 10, 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.

**NOTE:**

1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
2. DELIVERY PERIOD MUST BE WITHIN 5 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 HAVE A PHYSICAL STORE WITH READILY AVAILABLE SUPPLIES IN CASE IN NEED OF POST-QUALIFICATION EVALUATION
8. 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.

9. APPROVED BUDGET: **P 28,351.10**

**MARIA GENEVIEVE T. FRANCISQUETE**  
 BAC CHAIRMAN

For and in the absence of the BAC Chairperson:

**CHERRY ROSSETTE E. OLIVA**  
 BAC MEMBER

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
	<b>Procurement of Services and Delivery of:</b>				
<b>Lot 2</b>	<b>Grade 9 Notes to Teacher (Science)</b> Book Size: A4 No. of pages: 38 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages. Details: 38 (pages) 35(copies) .70 (price per page) 3.00 (Price cover page/front/back)	piece	35		
	<b>Grade 9 Student Workbook (Science)</b> Book Size: A4 No. of pages: 64 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages. Details: 64 (pages) 334 (copies) .70 (price per page) 3.00 (Price cover page/front/back)	piece	334		

<p><b>Grade 9 Lesson Plan (Science)</b>  Book Size: A4  No. of pages: 73  Cover Stock: Fold Cote Cal 12 solid white.  Inside Pages: uncoated text paper  Basis wt. 70gsm with -3%  Opacity: 90% with -3%  Brightness:80% with-3%  Color: Cover Black only with 1 Side UV Coating  Inside Pages: Black back-to-back print  Finishing/Binding: Perfect Binding for those with 96 pages and above while  Saddle Stitch for those below 96 pages.  Details:  73 (pages)  35 (copies)  .70 (price per page)  3.00 (Price cover page/front/back</p>	piece	35		
<p><b>Grade 10 Notes to Teacher (Science)</b>  Book Size: A4  No. of pages: 33  Cover Stock: Fold Cote Cal 12 solid white.  Inside Pages: uncoated text paper  Basis wt. 70gsm with -3%  Opacity: 90% with -3%  Brightness:80% with-3%  Color: Cover Black only with 1 Side UV Coating  Inside Pages: Black back-to-back print  Finishing/Binding: Perfect Binding for those with 96 pages and above while  Saddle Stitch for those below 96 pages.  Details:  33 (pages)  20 (copies)  .70 (price per page)  3.00 (Price cover page/front/back</p>	piece	20		
<p><b>Grade 10 Student Workbook (Science)</b>  Book Size: A4  No. of pages: 67  Cover Stock: Fold Cote Cal 12 solid white.  Inside Pages: uncoated text paper  Basis wt. 70gsm with -3%  Opacity: 90% with -3%  Brightness:80% with-3%  Color: Cover Black only with 1 Side UV Coating  Inside Pages: Black back-to-back print  Finishing/Binding: Perfect Binding for those with 96 pages and above while  Saddle Stitch for those below 96 pages.  Details:  67 (pages)  174 (copies)  .70 (price per page)  3.00 (Price cover page/front/back</p>	piece	174		
<p><b>Grade 10 Lesson Plan (Science)</b>  Book Size: A4  No. of pages: 72  Cover Stock: Fold Cote Cal 12 solid white.  Inside Pages: uncoated text paper  Basis wt. 70gsm with -3%  Opacity: 90% with -3%  Brightness:80% with-3%  Color: Cover Black only with 1 Side UV Coating  Inside Pages: Black back-to-back print  Finishing/Binding: Perfect Binding for those with 96 pages and above while  Saddle Stitch for those below 96 pages.  Details:  72 (pages)  20 (copies)  .70 (price per page)  3.00 (Price cover page/front/back</p>	piece	20		
<b>SUBJECT TO WITHHOLDING TAX</b>				

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

Canvassed by:  
  
7/5/2024  
Date

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

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

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

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