



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. **24-07-083-B**

Date: **August 21, 2024**

Date and Time of Opening: **August 27, 2024, 2:00 PM**

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 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 18,182.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 1	Procurement and Delivery of:				
	Certificate holder, A4	piece	50		
	Photo paper, A4, glossy, by 10s	pack	5		
	Epson Ink 006, Black	bottle	6		
	Epson Ink 006, Magenta	bottle	4		
	Epson Ink 006, Cyan	bottle	4		
	Epson Ink 006, Yellow	bottle	4		
	Paper clip, 33mm, by 100s	box	3		
	Binder clip, 25mm	box	6		
	Binder clip, 33mm	box	6		
	Ball-point pen, by 10s	box	2		
	Book paper, long, 80gsm	ream	10		
	Book paper, A4, 80gsm	ream	10		
	Vellum paper, A4, by 10s	pack	30		
	Parchment paper, A4, 85gsm, by 50s	pack	2		
	Scissors, heavy duty, 10" in length	piece	2		
	Paper puncher, heavy duty	piece	1		
	Correction tape, with refill	piece	4		
	Keyboard, wireless, bluetooth 3.0, Usage time: at least 80hrs or higher with number pad, Color: Blue or black	piece	1		
	Construction paper, long size, assorted	ream	1		
	Pencil, no. 2	box	2		
	Gel pen, 0.5, black	piece	2		
	Highlighter	piece	2		
	Sticky notes, "sign here"	pack	5		
	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: **8-22-24**

Company Name _____

Telephone/Cellphone Number _____

Printed Name/Signature of Authorized Representative _____

Date: _____