



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. **24-09-101-A**
 Date: **October 14, 2024**
 Date and Time of Opening: **October 21, 2024, 10:30AM**

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:

- ALL ENTRIES MUST BE LEGIBLY WRITTEN.
- DELIVERY PERIOD MUST BE WITHIN 10 DAYS UPON RECEIPT OF PURCHASE ORDER.
- 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
- Bank Account Number (Photocopy of any Proof of Bank Account)

MARIA GENEVIEVE T. FRANCISQUETE
 BAC CHAIRMAN

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

9. APPROVED BUDGET: **P 41,500.00**

(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 Services for the: (Recanvass) | | | | |
| | Printing of Disaster Preparedness and Response Program (DPRP) Signages and Maps (Sintra Board Plastic) | | | | |
| | Building 1 Evacuation map, 1st floor with Emergency Hotlines, Poster size 18x24 inches | piece | 1 | | |
| | Building 1 Evacuation map, 2nd floor with Emergency Hotlines, Poster size 18x24 inches | piece | 1 | | |
| | Evacuation map per office, with Emergency Hotlines, A4 size | piece | 15 | | |
| | Building 2 Evacuation map, 1st floor with Emergency Hotlines, Poster size 18x24 inches | piece | 1 | | |
| | Building 2 Evacuation map, 2nd floor with Emergency Hotlines, Poster size 18x24 inches | piece | 1 | | |
| | Office Names, 8x34 inches | piece | 15 | | |
| | <i>Bidder is required to conduct ocular inspection, lay out the evacuation map, and include the installation of the signages.</i> | | | | |
| GRAND TOTAL: | | | | | |
| 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:

Signature over Printed Name _____
 Date **10-15-24**

Company Name _____
 Telephone/Cellphone Number _____
 Printed Name/Signature of Authorized Representative _____
 Date: _____