



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. **24-10-106**

Date: **October 28, 2024**

Date and Time of Opening: **November 4, 2024, 2:30PM**

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) 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**.

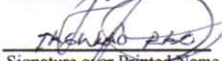
9. APPROVED BUDGET: **P 30,535.00**

(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:				
	Supplies and Materials for the Implementation of Multigrade Program				
	Glue, all purpose, 200 grams	bottle	7		
	Staple wire, standard no. 35	box	8		
	Stapler #35, heavy duty	piece	7		
	Note pad, stick on, 3"x3", 100 sheets per pad	pad	7		
	Paper, multipurpose, A4, 500 sheets per ream	ream	15		
	Paper, multipurpose, Legal, 500 sheets per ream	ream	15		
	Epson ink, Black, for Epson L14150	bottle	4		
	Epson ink, Cyan, for Epson L14150	bottle	4		
	Epson ink, Magenta, for Epson L14150	bottle	4		
	Epson ink, Yellow, for Epson L14150	bottle	4		
	Epson ink, Black, for Epson L3210	bottle	4		
	Epson ink, Cyan, for Epson L3210	bottle	4		
	Epson ink, Magenta, for Epson L3210	bottle	4		
	Epson ink, Yellow, for Epson L3210	bottle	4		
	Epson ink, Black, for Epson L121	bottle	4		
	Epson ink, Cyan, for Epson L121	bottle	4		
	Epson ink, Magenta, for Epson L121	bottle	4		
	Epson ink, Yellow, for Epson L121	bottle	4		
	Laminating film, A4 size, 100 pieces/pack, 250 microns	pack	3		
	White board marker	piece	7		
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

10/29/24
 Date

Company Name

Telephone/Cellphone Number

Printed Name/Signature of Authorized Representative

Date: _____