



### REQUEST FOR QUOTATION

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact No. \_\_\_\_\_  
TIN No. \_\_\_\_\_

RFQ No. **24-10-108B**


Date: **October 9, 2024**

Date and Time of Opening: **October 14, 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:**
- 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

MARIA GENEVIEVE F. FRANCISQUETE  
BAC CHAIRMAN



- REQUIRED DOCUMENTS TOGETHER WITH THE RFO:**
- a) Mayor's/Business Permit
  - b) PhilGEPS Registration
  - c) 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 28,500.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
<b>Lot 2</b>	<b>Procurement of Services and Delivery of:</b>				
	<b>T-shirt printing</b>	<b>piece</b>	<b>95</b>		
	Sublimation, no collar				
	Please see attached design				
<b>GRAND TOTAL:</b>					
<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:  
  
Signature over Printed Name  
**10-9-24**  
Date

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