



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. 24-10-110

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:**

- 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 TETRA MISQUETE**  
 BAC CHAIRMAN

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

9. APPROVED BUDGET: P 3,835.00

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 1	<i>Procurement and Delivery of:</i>				
	Tape, packaging, 48mm	roll	59		
<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  
 Date: 10/29/24

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

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

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

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