Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

REQUEST FOR QUOTATION

Company Name	RFQ No. **24-10-113C**
Address	Date: **October 17, 2024**
Contact No.	Date and Time of Opening: **October 22, 2024, 10:30AM**
TIN No.	

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 12,000.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 3	*Procurement and Delivery of:*				
	Certificate holder, A4 size	piece	160		
	Certificate paper, Specialty paper/Velum paper, 500 pieces	pack	1		
				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

10-17-24
Date

_____
Company Name

_____
Telephone/Cellphone Number

_____
Printed Name/Signature of Authorized Representative

Date: _____