



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. **24-10-116**  
 Date: **November 5, 2024**  
 Date and Time of Opening: **November 11, 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  
**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)

**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 19,000.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 1	<b>Procurement of Services and Delivery of:</b>				
	<b>Supply and Installation of Door Latch for Mitsubishi Strada Pick-up</b>	set	1		
	Model: 2021				
<b>SUBJECT TO WITHHOLDING TAX</b>				<b>GRAND TOTAL:</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

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

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

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

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