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

# REQUEST FOR QUOTATION

| | | | |
|---|---|---|---|
| Company Name | | RFQ No. | **24-10-125C** |
| Address | | Date: | **November 14, 2024** |
| Contact No. | | Date and Time of Opening: | **November 19, 2024, 1:30PM** |
| 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)**

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

9. APPROVED BUDGET: **P 5,406.75**

**MARIA GENEVIEVE T. FRANCISQUETE**
BAC CHAIRMAN
For and in the absence of the BAC Chairperson:

**CLARENCE S. PILLERIN**
BAC VICE-CHAIRMAN

**(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:*** | | | | |
| | | | | | |
| | **Teen Center Supplies at Ruparan NHS** | | | | |
| | | | | | |
| | Chess board, 29x29cm, board/cartoon made | piece | 1 | | |
| | Scrabble, medium. Board/cartoon made | piece | 1 | | |
| | Sungka, medium, wood | piece | 1 | | |
| | Word factory, 14x13,7cm, board | piece | 1 | | |
| | Jenga, small, wooden | piece | 1 | | |
| | Waffle fleece blanket, medium, cotton blanket | piece | 2 | | |
| | Ball, volleyball, leather | piece | 1 | | |
| | Net, volleyball, 950x100cm, nylon | piece | 1 | | |
| | Net, Basketball, 6mm, polyester | piece | 1 | | |
| | Badminton, with racket and shuttecock for 2 players | set | 1 | | |
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| | | | | **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

Date

Company Name

Telephone/Cellphone Number

Printed Name/Signature of Authorized Representative

Date: _____