



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




**REQUEST FOR QUOTATION**

Company Name	_____	RFQ No. <b>24-11-133B</b>
Address	_____	Date: <b>November 28, 2024</b>
Contact No.	_____	Date and Time of Opening: <b>December 03, 2024, 9:30AM</b>
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:**

- 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 T. FRANCISQUETE**  
*BAC CHAIRMAN*  
For and in the absence of the BAC Chairperson:  
  
**CLARENCE S. PILLERIN**  
*BAC VICE-CHAIRMAN*

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

9. APPROVED BUDGET: **P 14,609.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 2	<i>Procurement and Delivery of:</i>				
	<b>Training materials for the Conduct of Capability Building of Teachers on Teaching at the Right Level)</b>				
	<b>Popsicle stick/Ice pops sticks/Ice cream sticks/Arts &amp; Crafts</b>	pack	10		
	wooden sticks, 100 pieces per pack				
	<b>Rubber band, assorted color, 1kg</b>	pack	2		
	<b>Play money, for kids, 20 pieces per pack with coins</b>	pack	6		
	<b>Manila paper, whole folded, 20 sheets, 36x48</b>	pack	2		
	<b>Permanent Marker Pen, broad, 12 pieces</b>	pack	1		
	<b>Permanent Marker Pen, fine, 12 pieces</b>	pack	1		
	<b>Bond paper, hard copy, A4, 80gsm, 500 sheets</b>	ream	13		
	<b>Bond paper, hard copy, long, 80gsm, 500 sheets</b>	ream	12		
	<b>Laminating film, A4, 100 sheets/pack</b>	pack	8		
	<b>Oil gel pen, black, 50 pieces per box</b>	box	2		
	<b>Writing notebook, composition notebook, 80 leaves, 10pcs/pack</b>	pack	5		
	A5 Double, single line notebook				
	<b>Plastic envelope, non-expanded, 10 pieces per pack</b>	pack	5		
				<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:   
**RHE S. TREVINO**  
Signature over Printed Name  
**11/28/24**  
Date

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

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

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

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