



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



**REQUEST FOR QUOTATION**

Company Name _____	RFQ No. <b>24-12-148B-A</b>
Address _____	Date: <b>December 19, 2024</b>
Contact No. _____	Date and Time of Opening: <b>December 23, 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:**

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

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 3,050.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 2	<b>Procurement and Delivery of: (Recanvass)</b>				
	<b>Materials for the Division Capacity Building of Personnel on Revised Rules of the DepEd Administrative Cases and Training Workshop on Formal Investigation Procedures and Techniques</b>				
	Certificate holder, A4 (8.3 x 11.7 inches), neutral tones like black, navy blue, or brown	piece	6		
	Gel pen, gel-based ink, medium tip, 0.7mm, black	piece	6		
	Oslo paper, 9x12 inches	ream	1		
	Planner, with printed name to wit:	piece	6		
	1. ATTY. LORENZA C. PITULAN				
	2. ATTY. SHELBYN D. GAMOROT-BILBAO				
	3. ATTY. DARWIN Z. PULIDO				
	4. ATTY. JIMAR C. BALO				
	5. ATTY. MARULI ALI G. SANCHEZ				
	6. ATTY. BILLY ANJO A. LABRADORES				
<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  
 12/19/20  
 \_\_\_\_\_  
 Date

\_\_\_\_\_

Company Name

\_\_\_\_\_

Telephone/Cellphone Number

\_\_\_\_\_

Printed Name/Signature of Authorized Representative

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