



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. 24-12-161B, Date: December 13, 2024, Date and Time of Opening: December 17, 2024, 9:30AM

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 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 49,950.00

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)

Table with columns: ITEM NO., ITEM & DESCRIPTION, UNIT, QTY., UNIT PRICE, TOTAL PRICE. Includes Lot 2 Procurement and Delivery of Equipment for the Payroll Services Unit, Desktop Computer, non-clone with minimum specifications: Processor: Core i5 - 12th Gen or higher, RAM: 16GB (8GB x2) DDR4 or DDR5, Storage memory: 512 M.2 SSD, Monitor: 24-inch flat screen.

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: