



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




## REQUEST FOR QUOTATION

Company Name _____	RFQ No. <b>24-12-162B</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

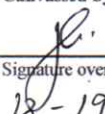
**NOTE:** For CY 2024, bidders shall submit these documents to DepEd Digos City Division only *ONCE*.

9. APPROVED BUDGET: **P 50,000.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
<b>Lot 2</b>	<b>Procurement and Delivery of:</b>				
	<b>Equipment to Support School Building Program under PSF</b>				
	<b>A3 Printer</b> , with minimum specifications: Automatic duplex printing Wi-Fi, Wi-Fi Direct, Ethernet	unit	1		
<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 \_\_\_\_\_  
 12-19-24  
 Date

\_\_\_\_\_ Company Name  
 \_\_\_\_\_ Telephone/Cellphone Number  
 \_\_\_\_\_ Printed Name/Signature of Authorized Representative

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