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

# REQUEST FOR QUOTATION

| | | | |
|---|---|---|---|
| Company Name | | RFQ No. | **25-01-009B** |
| Address | | Date: | **January 22, 2025** |
| Contact No. | | Date and Time of Opening: | **Janaury 27, 2025, 1:30 PM** |
| 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.

**MARIA GENEVIEVE T. FRANCISQUETE**
*BAC CHAIRMAN*

**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 8,997.90**

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

| ITEM NO. | ITEM & DESCRIPTION | QTY. | UNIT | UNIT PRICE | TOTAL PRICE |
|---|---|---|---|---|---|
| Lot 2 | ***Procurement and Delivery of:*** | | | | |
| | | | | | |
| | **Supplies for the Conduct of National Alternative Learning System** | | | | |
| | **A&E Test** | | | | |
| | | | | | |
| | **Sign pen,** 0.5, 50 blue, 50 black | 100 | piece | | |
| | **Staple wire,** no. 35 | 5 | box | | |
| | **Pencil,** lead #2, 12 pieces per box | 4 | box | | |
| | **Packing tape,** 2 inches | 2 | roll | | |
| | **Scotch tape,** 1" | 4 | 4 | | |
| | **Printer ink,** GI-790, (Pigment Ink/Black), (Dye-Based Ink/Cyan, | 3 | 3 | | |
| | Magenta, Yellow) | | | | |
| | | | | **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:**
JOEL ESTOMO
Signature over Printed Name
1-23-25
Date

Company Name

Telephone/Cellphone Number

Printed Name/Signature of Authorized Representative

Date: