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

REQUEST FOR QUOTATION

Company Name		RFQ No.	**25-02-014B-A**
Address		Date:	**February 19, 2025**
Contact No.		Date and Time of Opening:	**February 24, 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.

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) Tax Clearance
d) Bank Account Number (Photocopy of any Proof of Bank Account)

NOTE: *For CY 2025, bidders shall submit these documents to DepEd Digos City Division only* ***ONCE***.

9. APPROVED BUDGET: **P 12,002.00**

MARIA GENEVIEVE T. FRANCISQUETE
BAC CHAIRPERSON

(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: (Recanvass)***				
	Office supplies in Preparation to the 2025 City Meet				
	Printer Ink, Black, for Epson L3210	10	bottle		
	Printer Ink, Yellow, for Epson L3210	6	bottle		
	Printer Ink, Magenta, for Epson L3210	6	bottle		
	Printer Ink, Cyan, for Epson L3210	6	bottle		
	Calculator, with minimum specifications: Large 14-Digit desktop, dual powered, decimal digit selector, backspace/correction function, auto-off with manual off butoon, 4 memories, angled display size: 16.50x4x26.50 cm	1	piece		
	Bond paper, A4	4	ream		
	Bond paper, Legal	4	ream		
	Oslo paper, 9"x12, 250 sheets	4	ream		
	Photo paper, A4 size, glossy, by 10s	4	ream		
	Certificate holder, A4 size	4	piece		
	Scissor, medium size	2	pair		
	Ball-point pen, by 10s	1	box		
	Permanent marker, black	2	piece		
	Expanded envelope	4	piece		
	Binder clip, 1 1/4"	1	box		
	Binder clip, 3/4"	1	box		
	Glue, 130g	2	bottle		
	Folder, white, long	8	piece		
	Scotch tape, size:12mmx30m, color:clear	3	piece		
	Record book, 40 leaves	2	piece		
				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:

Signature over Printed Name

02/19/25
Date

Company Name

Telephone/Cellphone Number

Printed Name/Signature of Authorized Representative

Date: _____