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

REQUEST FOR QUOTATION

Company Name		RFQ No.	**25-02-023C**
Address		Date:	**March 10, 2025**
Contact No.		Date and Time of Opening:	**March 17, 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 CHAIRPERSON

NOTE / INSTRUCTIONS TO BIDDERS:
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. PRODUCTS COVERED BY THE BUREAU OF PHILIPPINE STANDARDS' (BPS) MANDATORY PRODUCT CERTIFICATION SCHEMES, WHETHER LOCALLY MANUFACTURED OR IMPORTED, ARE REQUIRED TO BEAR THE PHILIPPINE STANDARD (PS) MARK OR IMPORT COMMODITY CLEARANCE (ICC).
9. 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***.

10. APPROVED BUDGET FOR THE CONTRACT:	**Thirty Six Thousand Nine Hundred Two Pesos Only**	**₱36,902.00**

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

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
Lot 3	***Procurement and Delivery of:***				
	Division Office Quarter 1 Office Furnishings				
	Door mat	3	piece		
	Cup and saucer	12	piece		
	Glass	12	piece		
	Spoon and fork	12	piece		
	Pitcher, 1 liter, glass	2	piece		
	Coffee maker with grinder	1	unit		
	Table cloth, for 12-seater, rectangle	1	piece		
	Juicer	1	unit		
	Blender	1	unit		
	Pillows	2	piece		
	Air Humidifier, 800ml	2	unit		
	Cork board, white, 3x5, wall-mount	1	piece		
	Hose for kitchen sink, black	10	piece		
	Plate	12	piece		
	2 Pillow case, with fitted sheet blanket	1	piece		
	Comforter	1	piece		
	Dinning table, rattan, 6-8 diners, black/brown	1	unit		
	Office curtain, W60cm x H232cm, golden yellow	6	piece		
	Office curtain, W60cm x H232cm, brown	5	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:
JOEL ESTOMO
Signature over Printed Name
3-11-25
Date

Company Name

Telephone/Cellphone Number

Printed Name/Signature of Authorized Representative

Date: