

REQUEST FOR QUOTATION

Company Name		RFQ No.	25-02-024-A
Address		Date:	March 4, 2025
Contact No.		Date and Time of Opening:	March 10, 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 / 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 RFO:

- 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 6,900.00

MARIA GENEVIEVE T. FRANCISQUETE
BAC CHAIRPERSON

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

[illegible]

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

13-5-25
Date

Company Name

Telephone/Cellphone Number _____

Printed Name/Signature of Authorized Representative

Date: _____