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

REQUEST FOR QUOTATION

Company Name		RFQ No.	**25-03-038**
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:	**Nineteen Thousand Eight Hundred Fifty Six Pesos Only**	**₱19,856.00**

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

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
Lot 1	***Procurement and Delivery of:***				
	Procurement of Additional Printing Services for the Kindergarten Transition				
	Learning Resources of the MATATAG Lesson Exemplars (LEs) and Worksheets (WSs)				
	Kindergarten				
	Lesson Exemplar (LE) - Landscape	**40**	**piece**		
	Activity Worksheet (WS) - Portrait	**100**	**piece**		
	Quarter 2 - Number of pages: 234 LEs / 140 WSs				
	Paper size: 8.27" x 11.69" (A4)				
	Paper type cover: Foldcote cal. 10 solid white				
	Inside page: Uncoated book paper, 60gsm, 80% brightness, 90% opacity				
	Cover: Self-cover				
	Color				
	Cover: 1 color (black and white)				
	Inside pages: 1 color (black and white)				
	Binding: Perfect binding				
				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

09/11/25
Date

Company Name

Telephone/Cellphone Number

Printed Name/Signature of Authorized Representative

Date: