



REQUEST FOR QUOTATION

Company Name _____	RFQ No. 25-03-042C-A
Address _____	Date: March 28, 2025
Contact No. _____	Date and Time of Opening: March 31, 2025, 10:30 AM
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 AVAIL_{able} 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

MARIA GENEVIEVE T. TRANCOSO
BAC CHAIRPERSON

REQUIRED DOCUMENTS TOGETHER WITH THE RFO:

- a) Mayor's/Business Permit
- b) PhilGEPS Registration
- c) 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:	<u>Eleven Thousand Six Hundred Fifty Pesos Only</u>	₱11,650.00
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(FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL)

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
Lot 3	<i>Procurement and Delivery of:</i>				
	<u>Supplies for the Activity Entitled: "Pathways to Success: Division-wide Career Expo 2025" on April 2, 2025</u>				
	Medal, engraved brass, 2.5 inch, round	5	piece		
	Medal, acrylic, 2.5 inch, round	55	piece		
	<i>Design will be provided by the end-user/program holder</i>				
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 _____
 Date: **03/28/25**

Company Name _____

Telephone/Cellphone Number _____

Printed Name/Signature of Authorized Representative _____

Date: _____