



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



### REQUEST FOR QUOTATION

20-10-078A

RFQ No.

12-Nov-20

Date

Company Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 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.

  
**BASILIO P. MANA-AY, JR., EdD**  
 SAC CHAIRMAN

**NOTE:**

1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
2. DELIVERY PERIOD MUST BE WITHIN 10 DAYS UPON RECEIPT OF P.O.
3. PRICE VALIDITY MUST BE WITHIN THIRTY (30) DAYS.
4. PAYMENT TERM: WITHIN 30 DAYS
5. BIDDERS MUST SUBMIT CERTIFIED PHOTOCOPY OF THE FOLLOWING

**REQUIRED DOCUMENTS TOGETHER WITH THE RFO:**

- a) Mayor's/Business Permit
- b) PhilGEPS Registration
- c) Income/Business Tax Return
- d) Omnibus Sworn Statement (**ORIGINAL**)

*NOTE: For CY 2020, bidders shall submit these documents to DepEd Digos City Division only ONCE.*

6. Approved Budget: Php 110,200.00

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
1	Epson Printer Ink Black #003	bottle	4		
2	Epson Printer Ink Cyan #003	bottle	4		
3	Epson Printer Ink Magenta #003	bottle	4		
4	Epson Printer Ink Yellow #003	bottle	4		
5	Book Paper Legal subs. 20	reams	368		
6	Book Paper A4 subs. 20	reams	12		
<b><u>SUBJECT TO WITHHOLDING TAX</u></b>					

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices noted above.

Canvassed by: \_\_\_\_\_  
  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Company Name  
  
 \_\_\_\_\_  
 Telephone/Cellphone Number  
  
 \_\_\_\_\_  
 Printed Name/Signature of Authorized Representative