



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



**REQUEST FOR QUOTATION**

21-02-013A

RFQ No.

15-Feb-21

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**  
 BAC 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 377,806.50

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
1	Alcohol-esoprophyl 70%, 500ml	bot.	25		
2	Brown Folder (legal)	pcs	100		
3	Cleaner, toilet bowl and urinal, 900ml-1000ml cap	bot.	10		
4	Data File Box, made of Chipboard, with closed ends	unit	25		
5	Glue all purpose, gross weight: 200 grms min	jar	23		
6	Infrared Thermal Scanner	pc	20		
7	LED Bulb #20 w	pc	20		
8	Plastic expanded envelop with compartment (legal)	pc	20		
9	Staple wire, for heavy duty staplers, (23/13)	pc	15		
10	stapler, with wire remover (big)	pc	18		
11	Stranded Wire # 8	meter	100		
12	Plastic Expandable Envelop w/ Holder	pc	200		
13	Cannon ink Cartridge Black 210	pc	6		
14	Cannon ink Cartridge Color 211	pc	6		
15	Switch hub (24 ports)	pc	10		
16	Office Curtain (white and green)	pcs	10		
17	Tub tile cleaner	bot.	5		
18	Correction Tape	pcs	20		
19	Sign Pen (Black)	pcs	80		
20	Sign Pen (Blue)	pcs	80		
21	Scotch tape (transparent)48mm	roll	10		
22	Masking tape (48mm)	roll	10		
23	White Board Marker (black)	pc	10		
24	Marker permanent Black	pcs	10		
25	Marker permanent Blue	pcs	10		
26	floor mat	meter	35		
27	Toilet Tissue Paper	pcks	5		
28	Big notebook (stenographer)	pcs	250		
29	Pencil #2	box	10		
30	Ballpen (black)	pcs	500		
31	Wooden Office table	pc	10		
	<b>SUBJECT TO WITHHOLDING TAX</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

Date: \_\_\_\_\_