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

REQUEST FOR QUOTATION

21-02-015C
RFQ No.
5-Apr-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 RFQ:

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 78,120.00

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
1	Epson Printer (with scanner)	unit	1		
2	Epson Printer Ink Black #003	bottles	25		
3	Epson Printer Ink Cyan #003	bottles	10		
4	Epson Printer Ink Magenta #003	bottles	10		
5	Epson Printer Ink Yellow #003	bottles	10		
6	Epson Printer Cartridge (Colored)	pc	1		
7	Epson Printer Cartridge (black)	pc	1		
8	Flash Drive / USB (32 gb)	pcs	3		
9	Portable Hard Drive (1 TB)	pc	1		
10	Brown folder	dozens	10		
11	Book paper long - 70 gsm	reams	45		
12	Book paper A4 - 70 gsm	reams	38		
13	Data file box	pcs	20		
14	Sign pen	box	3		
15	Correction Tape	pcs	10		
16	Glue	bottles	10		
17	Paper fastener	box	5		
18	Record book - logbook	pcs	5		
19	Brown envelop (Long)	dozens	2		
20	Brown envelop (Short)	dozens	2		
21	Heavy Duty Office Stapler	pcs	1		
22	Heavy Duty Puncher	pcs	1		
	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:

_____

4-5-21
Date

_____
Company Name

_____
Telephone/Cellphone Number

_____
Printed Name/Signature of Authorized Representative

Date: _____