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

# REQUEST FOR QUOTATION

**21-02-015D**
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 96,739.00**

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

| ITEM NO. | ITEM & DESCRIPTION | UNIT | QTY. | UNIT PRICE | TOTAL PRICE |
|---|---|---|---|---|---|
| 1 | Electric bulb/capsule - white (25) | pcs | 10 | | |
| 2 | Plastic flower pots | pcs | 20 | | |
| 3 | Floormat | roll | 3 | | |
| 4 | Alcohol (Isopropyl 70% Antiseptic - Disinfectant) 500 ml | bottles | 20 | | |
| 5 | Handwash | bottles | 10 | | |
| 6 | Cholorx/Chlorine (500 ml) | bottles | 2 | | |
| 7 | Toilet Bowl Cleaner (1000 ml) | bottles | 2 | | |
| 8 | Muriatic acid | gallons | 2 | | |
| 9 | Water dispenser (Hot, cold, warm) | unit | 1 | | |
| 10 | Water container - water dispenser | pc | 1 | | |
| 11 | Drinking glass (tumbler) | dozens | 2 | | |
| 12 | Mugs | dozens | 2 | | |
| 13 | Dish drainer | pc | 1 | | |
| 14 | Rectangular plastic tables (4seaters) | pcs | 6 | | |
| 15 | Office wall clock | unit | 2 | | |
| 16 | 32 inches Television set | unit | 1 | | |
| 17 | Speaker with AM/FM (Big) | unit | 1 | | |
| 18 | Wooden file cabinet | pcs | 2 | | |
| 19 | Stand fan | unit | 2 | | |
| 20 | Window/Office curtains | pcs | 25 | | |
| 21 | Mineral water | gallons | 6 | | |
| 22 | Modem-Prepaid WiFi | unit | 1 | | |
| 23 | Cell cards for Prepaid WiFi (1,000/card) | pcs | 10 | | |
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| | 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:

4-5-2021
Date

_____
Company Name

_____
Telephone/Cellphone Number

_____
Printed Name/Signature of Authorized Representative

Date: _____