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

REQUEST FOR QUOTATION

Company Name _____
Address _____
Contact No. _____
TIN No. _____

RFQ No. **22-11-139**
Date: **December 1, 2022**
Date and Time of Opening: **December 7, 2022, 1:30 PM**

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 PURCHASE ORDER.
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 2022, bidders shall submit these documents to DepEd Digos City Division only ***ONCE***.

6. Approved Budget: P 229,462.00

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 1	Printing Supplies for the Printing of Self-Learning Modules				
	Brother DCP T310 Genuine Ink - Black	bottle	5		
	Brother DCP T310 Genuine Ink - Cyan	bottle	3		
	Brother DCP T310 Genuine Ink - Magenta	bottle	3		
	Brother DCP T310 Genuine Ink - Yellow	bottle	3		
	Epson, T664 - Black	bottle	120		
	Epson, T664 - Cyan	bottle	30		
	Epson, T664 - Magenta	bottle	30		
	Epson, T664 - Yellow	bottle	30		
	Paper, Multi-purpose, legal, 70gsm	ream	477		
	Epson, 003 - Black	bottle	120		
	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:

RUBEN EVARRETTA / DOMINADOR ESPACIO/ DIANA GRACE V. AMIGO

Date

Company Name

Telephone/Cellphone Number

Printed Name/Signature of Authorized Representative

Date: _____