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. **22-11-140B**
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 143,250.00

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
3	Printer 3in1 Ecotank L3250	unit	7		
4	Computer ink 003 Epson, Black	bottle	40		
5	Computer ink 003 Epson, Cyan	bottle	20		
6	Computer ink 003 Epson, Magenta	bottle	20		
7	Computer ink 003 Epson, Yellow	bottle	20		
	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: _____