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. **23-10-123**
Date: **October 20, 2023**
Date and Time of Opening: **October 25, 2023, 9:30 AM**

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.

**BEVERLY S. DAUGDAUG, 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. INDICATE PRICES PER ITEM AND TOTAL AMOUNT
6. 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)**
**e) Bank Account Number (Photocopy of any Proof of Bank Account)**

*NOTE: For CY 2023, bidders shall submit these documents to DepEd Digos City Division only ONCE.*

**7. Approved Budget: P 25,000.00**

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

| ITEM NO. | ITEM & DESCRIPTION | UNIT | QTY. | UNIT PRICE | TOTAL PRICE |
|---|---|---|---|---|---|
| Lot 1 | Labor for the Sorting and Delivery/Hauling of SLMs to Recipient schools | lot | 1 | | |
| | for Quarter 4 modules & remaining NLC Activity Sheets | | | | |
| | 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:

**DOMINADOR ESPACIO / DIANA GRACE V. AMIGO / JOEL E. ESTOMO / RAE S. TAGULAO**

Date

Company Name

Telephone/Cellphone Number

Printed Name/Signature of Authorized Representative

Date: _____