



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. **23-11-132A**
Date: **November 9, 2023**
Date and Time of Opening: **November 15, 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.

for
BEVERLY S. DAUGDAUG, EdD
BAC CHAIRMAN

- NOTE:**
1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
 2. DELIVERY PERIOD MUST BE ON **NOVEMBER 20-22, 2023**.
 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 180,000.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 1	Lease of Real Property and Venue, Meals and Snacks and Lodging for the Writeshop on the Development of SDO-Digos City Public Service Continuity Plan on November 20-22, 2023				
	Day 1	head	36		
	Breakfast: Steamed rice, sunny side-up egg, crispy fried chicken, coffee, and hot choco				
	AM Snacks: Ham and egg sandwich with cucumber and tomatoes, canned juice				
	Lunch: Steamed rice, buttered chicken, beef steak pinoy, sotanghon guisado, canned juice, and fresh fruits				
	PM Snacks: Banana turon with jackfruit, canned juice				
	Dinner: Steamed rice, beef lengua with mushroom sauce, sweet and sour fish, pinakbet, canned juice and fresh fruits				
	Day 2	head	36		
	Breakfast: Steamed rice, beef tapa, scrambled egg, coffee or chocolate milk				
	AM Snacks: Ube pie and canned juice				
	PM Snacks: Creamy carbonara with toasted garlic bread, canned juice				
	Dinner: Steamed rice, chicken curry, grilled tuna belly with soy sauce, fried lumpia ubod, canned juice and fresh fruits				
	Day 3	head	36		
	Breakfast: Steamed rice, fried boneless marinated bangus, scrambled egg, coffee or chocolate milk				
	AM Snacks: Chicken palabok with toasted garlic bread and iced tea				
	Lunch: Steamed rice, beef lengua estofado, tinolang manok, fried lumpia ubos, canned juice and buko salad				
	PM Snacks: Fresh lumpia stuffed with chicken and ubod, and iced tea				
	<i>Note: always have coffee and milo during the session</i>				
	<i>Inclusive of accommodation, working tables and chairs good for 36 pax, 6x8 ft. tarpaulin for backdrop, 2 wireless microphones, podium, LCD projector and screen, WiFi/internet access, 2 long tables with table cloths (1 for the registration; 1 for the working committee), flowing coffee and chocolate milk, AM and PM finger chips and peanut</i>				
	<u>SUBJECT TO WITHHOLDING TAX</u>				

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices noted above.

Canvassed by:
RAE TAGULAO

Date _____

Company Name _____

Telephone/Cellphone Number _____

Printed Name/Signature of Authorized Representative _____

Date: _____