



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. **23-11-132B**
 Date: **November 16, 2023**
 Date and Time of Opening: **November 22, 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.


BEVERL S. DAUGDAUG, EdD
 BAC CHAIRMAN

NOTE:

- ALL ENTRIES MUST BE LEGIBLY WRITTEN.
- DELIVERY PERIOD MUST BE WITHIN 10 DAYS UPON RECEIPT OF PURCHASE ORDER.
- PRICE VALIDITY MUST BE WITHIN THIRTY (30) DAYS.
- PAYMENT TERM: WITHIN 30 DAYS
- INDICATE PRICES PER ITEM AND TOTAL AMOUNT
- BIDDERS MUST SUBMIT CERTIFIED PHOTOCOPY OF THE FOLLOWING

REQUIRED DOCUMENTS TOGETHER WITH THE RFO:

- Mayor's/Business Permit
- PhilGEPS Registration
- Income/Business Tax Return
- Omnibus Sworn Statement (**ORIGINAL**)
- Bank Account Number (Photocopy of any Proof of Bank Account)

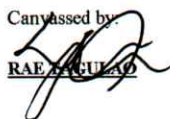
NOTE: For CY 2023, bidders shall submit these documents to DepEd Digos City Division only **ONCE**.

7. Approved Budget: **P 88,995.00**

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

| ITEM NO. | ITEM & DESCRIPTION | UNIT | QTY. | UNIT PRICE | TOTAL PRICE |
|--------------|---|--------|------|------------|-------------|
| Lot 2 | Procurement of Supplies and Materials for the Writeshop on the Development SDO-Digos City Public Service Continuity Plan | | | | |
| | Ballpen, fine 0.5 capped, black, 12's/box | box | 4 | | |
| | Ballpen, fine 0.5 capped, blue, 12's/box | box | 4 | | |
| | Cartolina, assorted colors, 20pcs per pack, 572mmx724mm | pack | 6 | | |
| | Glossy inkjet paper, 210 g/m ² , double sided A4, 20 sheets per ream | ream | 100 | | |
| | Manila paper | piece | 50 | | |
| | Marker, permanent, bullet type, black, bullet tip, non-toxic | piece | 40 | | |
| | Marker, permanent, bullet type, blue, bullet tip, non-toxic | piece | 40 | | |
| | Marker, permanent, bullet type, red, bullet tip, non-toxic | piece | 40 | | |
| | Paper, multicopy, 80gsm, size: 210mmx297mm (A4) | ream | 20 | | |
| | Tape, double sided, 1" | roll | 20 | | |
| | Tape, masking, width 48mm (2"), 50m | roll | 20 | | |
| | Spiral notebook, 48gsm, 148mmx200mm, 80 leaves | piece | 40 | | |
| | Expanding garterized envelop (long) | piece | 41 | | |
| | Epson ink 003 Black | bottle | 20 | | |
| | Epson ink 003 Cyan | bottle | 10 | | |
| | Epson ink 003 Magenta | bottle | 10 | | |
| | Epson ink 003 Yellow | bottle | 10 | | |
| | Certificate holder, A4, super clear transparency, conforms to EN 71 & ASTM Safety Standards | piece | 40 | | |
| | Ultra-Dual drive GO USB 3.1 to USB Type-C OTG Flash Drive, 32gb | piece | 40 | | |
| | | | | | |
| | | | | | |
| | 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:

RAE SANGULAD

Date - _____

 Company Name

 Telephone/Cellphone Number

 Printed Name/Signature of Authorized Representative

Date: _____