



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. **24-01-010B**
 Date: **February 2, 2024**
 Date and Time of Opening: **February 7, 2024, 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.

- NOTE:**
1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
 2. DELIVERY PERIOD MUST 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 2024, bidders shall submit these documents to DepEd Digos City Division only **ONCE**.

7. Approved Budget: **P 73,782.00**

MARIA GENEVIEVE T. FRANCISQUETE
 BAC CHAIRMAN

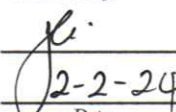
For and in the absence of the BAC Chairperson:


CLARENCE S. PILLERIN
 BAC VICE-CHAIRMAN

(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 Conduct of Different ALS Activities SY 2023-2024				
	Invitation paper, linen, legal, 10s	pack	5		
	Ribbon, 2" width, 2 green, 5 blue	roll	7		
	Cloth, chinese cotton, for leis	meter	30		
	Thumbtacks	box	10		
	Pins	pad	10		
	Cartolina, assorted	piece	50		
	Cloth, fungi, yellow	meter	20		
	Cloth, fungi, white	meter	20		
	Cloth, fungi, blue	meter	20		
	Paper, multipurpose copy, A4, 80gsm	ream	100		
	Paper, multipurpose copy, legal, 80gsm	ream	100		
	Signed pen, 1.0, black	piece	50		
	Signed pen, 1.0, blue	piece	50		
	Folder, brown, long size	piece	100		
	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:

 2-2-24
 Date

 Company Name

 Telephone/Cellphone Number

 Printed Name/Signature of Authorized Representative

Date: _____