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. **24-04-039A**
Date: **April 30, 2024**
Date and Time of Opening: **May 6, 2024, 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.

MARIA GENEVIEVE T. FRANCISCO-UETE
BAC CHAIRMAN

NOTE:
1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
2. DELIVERY PERIOD MUST BE ON **MAY 9-10, 2024**.
3. PLACE OF DELIVERY: DEPED-SCHOOLS DIVISION OF DIGOS CITY
4. PRICE VALIDITY MUST BE WITHIN THIRTY (30) DAYS.
5. PAYMENT TERM: WITHIN 30 DAYS
6. INDICATE PRICES PER ITEM AND TOTAL AMOUNT
7. 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***.

8. Approved Budget: P 28,000.00

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 1	***Procurement of:***				
	Hotel Accommodation, Meals and Snacks for the Benchmarking Activity at	**head**	**14**		
	Mati City on May 9-10, 2024				
	Inclusive of:				
	Airconditioned rooms (2-3 pax)				
	Comfort room (hot and cold shower)				
	Hot and cold water service				
	Breakfast, packed meals (snacks and lunch)				
	Specifications:				
	Breakfast: Steamed rice, fish fillet with lemon honey sauce, fresh fruits, bottled water and coffee				
	AM Snacks: Special ube biko and bottled water				
	Lunch: Rice, fish fillet with sweet and sour sauce, fried garlic chicken, corn soup,				
	fresh fruits (watermelon and pineapple), bottled water and calamansi juice in bottle				
	PM Snacks: Special seaside empanada and fresh juice				
	Dinner at the hotel: Grilled fish, pork afritada, soup, fresh fruits, bottled water and fresh fruit juice				
	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:
05/02/24
Date

_____
Company Name

_____
Telephone/Cellphone Number

_____
Printed Name/Signature of Authorized Representative

Date: _____