



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. **24-04-039C**

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. CRAN/SQUETE**  
 BAC CHAIRMAN

**NOTE:**

1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
2. DELIVERY PERIOD MUST BE WITHIN 10 DAYS UPON RECEIPT OF PURCHASE ORDER.
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**.

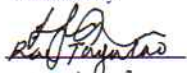
8. Approved Budget: **P 17,500.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 1	<b>Procurement and Delivery of:</b>	piece	35		
	<b>Polo Shirts</b>				
	With printing				
	Cloth type: Honeycomb fabric				
	Design: 14 Blue & 21 White Poloshirts				
	<b>Blue design:</b>				
	Front: DepEd logo, (Designation below logo - Physician, Nurse & Dentist)				
	Back: Embroidered MATATAG logo				
	Right Sleeve: Piping with DepEd Digos City logo				
	<b>White design:</b>				
	Front: DepEd logo				
	Back: Embroidered MATATAG logo				
	Sleeves: Piping				
					
	<b>SUBJECT TO WITHHOLDING TAX</b>				

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: \_\_\_\_\_