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. **24-05-052**
Date: **May 24, 2024**
Date and Time of Opening: **May 27, 2024, 10:00 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.

MARIA GENEVIEVE T. FRANCISQUETE
BAC CHAIRMAN

NOTE:
1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
2. DELIVERY PERIOD MUST BE ON **MAY 28, AND JUNE 7, 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 15,000.00

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 1	***Procurement and Delivery of:***				
	Meals and Snacks for the Division Workshop on the Operations Manual of				
	Digos City Division in Times of Calamities and Other Related Events on May				
	28, and June 7, 2024				
	Day 1 - May 28, 2024	**head**	**15**		
	AM Snacks: Canned juice and special biko				
	Lunch: Rice, fried chicken, pancit canton, chopsuey				
	PM Snacks: Canned juice and sandwich				
	Day 2 - June 7, 2024	**head**	**15**		
	AM Snacks: Coffee, milo and suman				
	Lunch: Rice, beef steak, gulay lumpia, fried chicken, and softdrinks				
	PM Snacks: Coffee and special biko				
	Buffet at Division Office Conference Hall, DepEd Digos City Division, Roxas cor.				
	Lopez Jaena Streets, Digos City				
	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:

5-24-24
Date

_____
Company Name

_____
Telephone/Cellphone Number

_____
Printed Name/Signature of Authorized Representative

Date: _____