Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

REQUEST FOR QUOTATION

Company Name		RFQ No.	**25-03-042B**
Address		Date:	**March 24, 2025**
Contact No.		Date and Time of Opening:	**March 28, 2025, 9:30 AM**
TIN No.			

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 / INSTRUCTIONS TO BIDDERS:

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 HAVE A PHYSICAL STORE WITH READILY AVAILABLE SUPPLIES IN CASE IN NEED OF POST-QUALIFICATION EVALUATION
8. PRODUCTS COVERED BY THE BUREAU OF PHILIPPINE STANDARDS' (BPS) MANDATORY PRODUCT CERTIFICATION SCHEMES, WHETHER LOCALLY MANUFACTURED OR IMPORTED, ARE REQUIRED TO BEAR THE PHILIPPINE STANDARD (PS) MARK OR IMPORT COMMODITY CLEARANCE (ICC).
9. BIDDERS MUST SUBMIT CERTIFIED PHOTOCOPY OF THE FOLLOWING

REQUIRED DOCUMENTS TOGETHER WITH THE RFQ:

a) Mayor's/Business Permit
b) PhilGEPS Registration
c) Bank Account Number (Photocopy of any Proof of Bank Account)

NOTE: *For CY 2025, bidders shall submit these documents to DepEd Digos City Division only* ***ONCE***.

MARIA GENEVIEVE T. FRANCISQUETE
BAC CHAIRPERSON
For and in the absence of the BAC Chairperson:

CHERRIE ANNE B. BOHOL
BAC VICE-CHAIRPERSON

10. APPROVED BUDGET FOR THE CONTRACT:	**Eight Thousand One Hundred Pesos Only**	**₱8,100.00**

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

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	***Procurement and Delivery of:***				
	Office Supplies for the Activity Entitled: "Pathways to Success:				
	Division-wide Career Expo 2025" on April 2, 2025				
	Stapler, heavy duty, #35, with remover	2	piece		
	Notebook, personalized with leather cover, pen, and gift box	15	piece		
	Stress balls	5	piece		
	Jenga wooden blocks, 54 pieces, high quality wood	1	box		
	Snake and ladders board set, large	1	set		
	Board game connect 4, kids toys	1	set		
	Tetra tower balance stacking blocks, 48 pieces	1	set		
	Scrabble word game, with wooden board game and plastic tiles	1	set		
	Signature gel pen, 0.5mm, black, 8 pieces per box	1	box		
	Signature gel pen, 0.5mm, blue, 8 pieces per box	1	box		
				GRAND TOTAL:	
	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:

JOEL ESTOMO
Signature over Printed Name

3/24/25
Date

Company Name

Telephone/Cellphone Number

Printed Name/Signature of Authorized Representative

Date: _____