



Republic of the Philippines  
Department of Education

Negros Island Region  
SCHOOLS DIVISION OF SAGAY CITY

OFFICE OF BIDS AND AWARDS COMMITTEE

Project Reference No : 25-09-171  
Name of Project : Procurement of Advocacy Shirt for the General Orientation-Workshop of the Constitution and By-Laws of the SELG/SSLG.  
Location of the Project : Sagay City  
Fund: RO-6-25-02126

REQUEST FOR QUOTATION

Name of Company \_\_\_\_\_ Date : September 9, 2025  
Address \_\_\_\_\_ Quotation No.: 25-09-171  
TIN Number (please indicate if VAT or NON-VAT) \_\_\_\_\_

Please quote your lowest price on the item/s listed below subject to the General Condition on the last page stating the shortest time of delivery. Submit your quotation duly signed by your representative not later than 2:00 PM September 16, 2025 to the return envelope attached herewith.  
(Time)

  
MARK-ANTHONY J. TAN, PhD

OIC - Office of the ASDS  
BAC Chairperson

NOTE:

- 1 All entries must be typewritten.
- 2 Delivery period within 7 calendar days after receipt of Purchase Order.
- 3 Warranty shall be for a period of six (6) months for supplies and materials. One (1) year for equipment from date of acceptance by the procuring entity.
- 4 Price validity shall be for a period of 30 calendar days after issuance of Request for Quotation.
- 5 Mayor's Permit & PhilGeps Registration Certificate shall be attached upon submission of the quotation.
- 6 Bidders shall submit original brochures showing certifications of the product being offered.

Item No.	Name & Description	Qty	Unit	Unit Price	Total Price
	Advocacy Shirt (Full Sublimation)	70	pcs		

Brand Model: \_\_\_\_\_ Warranty: \_\_\_\_\_  
Delivery Period: \_\_\_\_\_ Price Validity \_\_\_\_\_

After having carefully read and accepted your General Condition. I/We quote you the item/s at prices noted above.

\_\_\_\_\_  
Printed Name/Signature  
\_\_\_\_\_  
Tel./Cellphone No./Email Address  
\_\_\_\_\_  
Date

Ref.: Handbook on Prop & Supply Management



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
Telephone Nos. 488-02-15; 722-0597/ [sagaycity001@deped.gov.ph](mailto:sagaycity001@deped.gov.ph)