




REQUEST FOR QUOTATION

Standard Form No.:SF-GOOD-60
Revised on: May 24, 2004
Standard Form Title: Request for Quotation

Supplier:
Address:
Telephone No.:
e-Mail:
Date received by the Supplier:

Requesting Unit: ICT Section
PR No.:
Quotation No.: 10032016-122
Date: October 3, 2016
ABC: Php 136,000.00

Please quote your lowest price on the item/s listed, subject to the General Conditions below, stating the shortest time of delivery and submit your quotation in a sealed envelope duly signed by your representative not later than October 11, 2016.


ELMA D. DONAAL, ED.D.
CHIEF, SGOD

Chairman, Bids and Awards Committee

NOTE:

1. All entries must be typewritten or legibly written
2. Delivery period within 4 Calendar Days.
3. Attach brochures, if available
4. 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.
5. G-EPS (Philgeps) registration certificate shall be attached upon registration of the quotation
6. Price validity shall be for a period of _____ Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	105	Pax	AM Snacks		
	105	Pax	Lunch		
	105	Pax	PM Snacks		
*training tables should be delivered at the Division Office Conference Hall on October 13, 2016 @ 1PM onwards) Inclusive of 24 (or more depending on table dimensions) Sets of Training Tables (8-10pax per table, or any size of training table as long as it can accommodate all the participants for Hall I and another sets of tables for dining -Hall II) with floor-length table cloth, 105 pcs monoblock chair covers and extra sheets/curtains to darken the venue during presentations.					
AM Snacks: 9:15 AM ; Lunch: Delivery- 12:00 NN; PM Snacks: 3:00 PM; Dinner:5:30PM					
Food should be delivered and prepared at least 30 minutes before the time of serving Free flowing coffee, water and juice nuts, or cornick					
Day 1 & 2- DBP Training Complex, Romulo Drive Baguio City Day 3 & 4- Deped Baguio Division Office Conference Hall					
Purpose: Meals and Snacks for the ICT Literacy Training of Trainors and DCP Orientation Workshop* October 12-15, 2016					

Brand and Model:

Delivery Period:

Warranty:

Price Validity:

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

Signature over Printed Name

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Date/Telephone No.