



## 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:  
 PR No.: 2017-10-321  
 Quotation No.: 2017-10-118  
 Date: October 11, 2017  
 ABC: Php 55,000.00

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 \_\_\_\_\_.

**SORAYA T. FACULO, PhD.**  
 OIC-Assistant School Division Superintendent  
 Chairman, Bids and Awards Committee

### REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement

### Note:

- ✓ **Submit RFQ together with the requirements.**
- ✓ All entries must be typewritten or legibly written.
- ✓ Delivery period within \_\_\_\_\_ Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
1	200	Pax	<b>PM Snacks</b> -Banana bread, Pineapple juice (canned)		
2	300	Pax	<b>Dinner</b> -Chicken adobo, Beef steak/stew, Fried fish, Boiled vegetables, Banana		
			<b>**Venue: PFVR</b>		
			<b>**free overflowing coffee and water</b>		
				<b>TOTAL</b>	

Date of Event: on October 20, 2017

Purpose: Meals and snacks for the Send off program for Dr. Rachel M. Bugtong

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

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Tin

\_\_\_\_\_  
 Date/Telephone No.

Canvassed by: