



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
DIVISION OF BAGUIO CITY
 #82 Military Cut-Off, Baguio City




REQUEST FOR QUOTATION

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

Supplier: Requesting Unit: CID
 Address: PR No.:
 Telephone No.: Quotation No.:
 e-Mail: Date:12/22/2017
 Date received by the Supplier: ABC: Php 320,000.00

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 _____.

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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
Lease of Venue with Meals and Snacks – January 23-27, 2018					
1	80	Pax	AM Snacks, Lunch, PM Snacks (5 days) In-house menu <i>With free flowing coffee, tea, juice and drinking water</i> -venue inclusive of sound system and projector -with chairs and tables -with good ventilation and lighting -can accommodate 80 pax - with elevator if venue is above first floor -with parking space- 4 slots		
				TOTAL	
Purpose: Professional development of K-3 teachers, school heads and supervisors on ELLN- January 23-27, 2018.					

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

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Canvassed by:

 Signature over Printed Name

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 Date/Telephone No.