



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.: 2018-01-007
 Quotation No.: 2018-01-005
 Date: January 16, 2018
 ABC: 43,700.00

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.
- ✓ Indicate brand and model of item offered.
- ✓ 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	12	Piece	Office chair with the following specifications - colored black - 360-degrees swivel function - can hold up to 100 kilos - tilt-lock function - high back with head rest - pneumatic height adjustment - chromed frame base and casters - material: mesh		
2	4	Piece	10m extension reel "3 gang"		
3	4	Piece	1.5-5m surge protector "6 gang"		
4	1	Piece	Curtain rod (1 inch diameter)		
				TOTAL	

Purpose: Office chairs, extension reels, surge protectors and curtain rod for the use of new book keepers and disbursing officers

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.

Canvassed by: