



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

Requesting Unit:  
PR No.: 2018-01-006  
Quotation No.: 2018-01-007  
Date: January 18, 2018  
ABC: 108,500.00

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 01/25/2018 @ 11:00 AM

  
1. 18 2018  
**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	15	Piece	Standard office table with the following specification: (please see attached picture and measurement) - made of wood (preferably gmelina) - 1.05m length, 0.60m width and 0.74m height - one (1) under drawer and three (drawers) right side - under drawer and top drawer with locks - with glass top		
2	5	Piece	4 layer open rack - made of wood (gmelina) - 2 ft length, 1.4ft width, 4ft height  <b>**Please see attached file</b>		
				<b>TOTAL</b>	

Purpose: Office tables and open racks for the use of new bookkeepers and disbursing officers

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

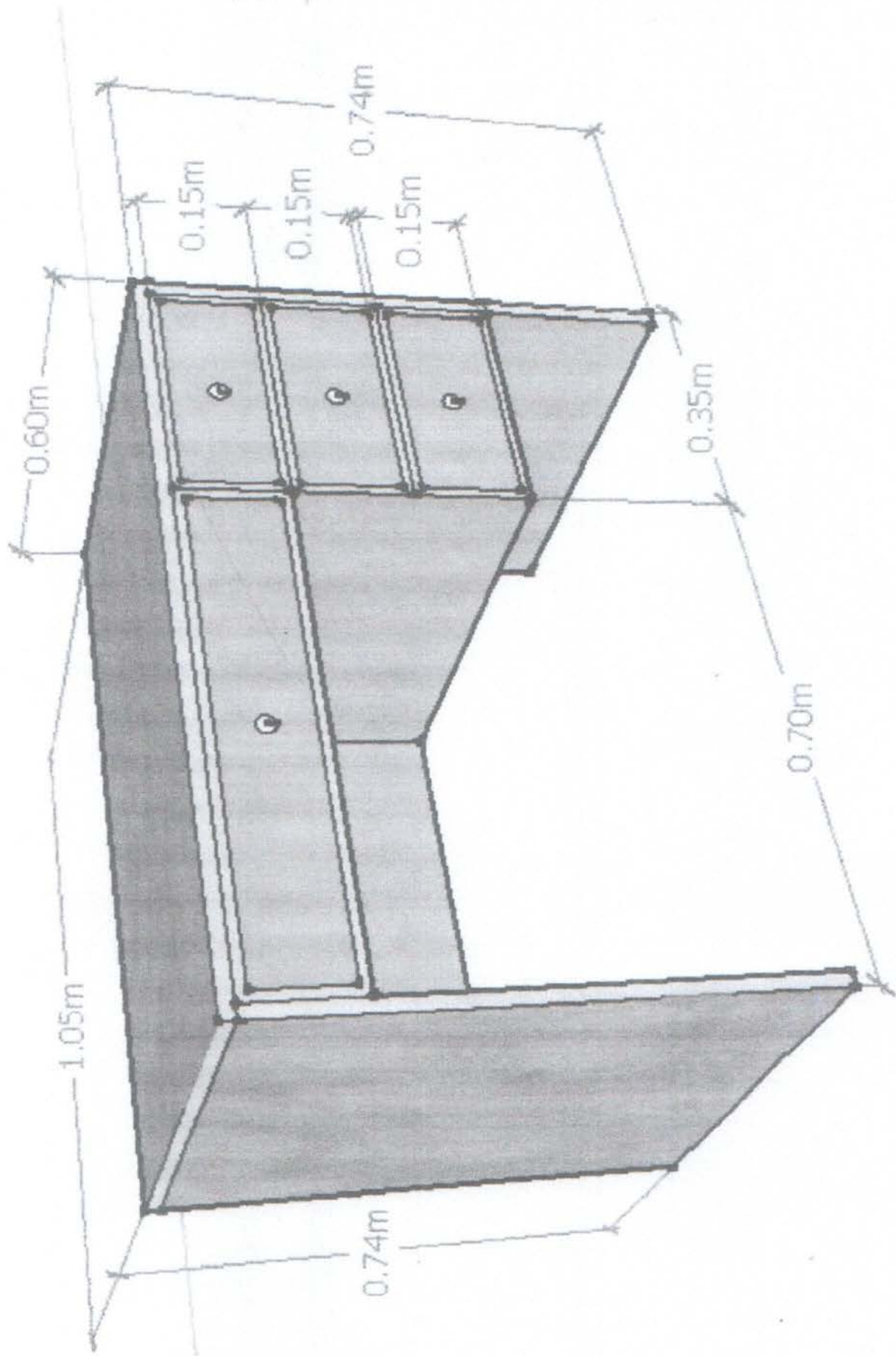
**POSTED IN PHILGEPS**

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

\_\_\_\_\_  
Tin

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

Canvassed by:



KNIFE : NI GLASS TOP  
UPPER DRAWERS 1/ LOCK

DEC 05 2017