



REQUEST FOR QUOTATION

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

Supplier: Requesting Unit:
 Address: PR No.: 2018-02-020
 Telephone No.: Quotation No.: 2018-02-023
 e-Mail: Date: February 14, 2018
 Date received by the Supplier: ABC: Php 3,600.00

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

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	16	Pax	AM Snack & Lunch (<i>in house Menu</i>)		
			**with overflowing coffee and water		
				TOTAL	

Date of Event: Feb. 27, 2018

Purpose: AM Snacks and lunch of participants of the Crafting of Internal Policies on Selection, Appointment, Promotion, and Designation of School Heads, Teaching, Related Teaching, Non-Teaching Personnel at SDO Baguio

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: