



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.: 2018-01-003
Quotation No.: 2018-01-015
Date: January 30, 2018
ABC: 3,875.00

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 02/9/2018 @ 11:00 A.M.


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

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	6	Piece	Ballpen (black)		
2	1	Pack	Folders-Long (100pcs/pack)		
3	1	Piece	marker fluorescent		
4	1	Piece	Marker Permanent (black)		
5	8	Pack	Toilet tissue		
6	1	Piece	USB 32gb		
7	1	Bottle	Computer ink refill Canon 790 (Cyan)		
8	1	Bottle	Computer ink refill Canon 790 (Magenta)		
9	1	Bottle	Computer ink refill Canon 790 (Yellow)		
10	1	Bottle	Computer ink refill Canon 790 (Black)		
				TOTAL	

Purpose: Supplies for PFVR use

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: