



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: _____
 Address: _____ PR No.: 2018-04-066
 Telephone No.: _____ Quotation No.: 2018-04-070
 e-Mail: _____ Date: April 13, 2018
 Date received by the Supplier: _____ ABC: Php 12,650.00

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.
- ✓ 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	25	Pax	April 20, 2018 – Lunch (in-house menu)		
2	25	Pax	May 18, 2018 – AM Snacks Guinataan bilo bilo w/ fruits		
3	27	Pax	May 31, 2018 – PM Snacks Pancit and fruits		
			**Venue: Establishment of food provider/supplier **with overflowing coffee, tea, juice, water		
			**Please attach in-house menu	TOTAL	

Date of Event: April 20, (benchmarking) May 18 and 31, 2018 (committee meetings)

Purpose: Meals and snack for the Benchmarking of PRIME HRM Accreditation Committee and Meetings

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: