



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:

Requesting Unit:
 PR No.: 2018-04-067
 Quotation No.: 2018-04-083
 Date: April 23, 2018
 ABC: 1,650.00

Date received by the Supplier:

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 4/26/2018 @ 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

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 | 1 | Box | PVC Binding covers | | |
| 2 | 1 | Pack | Morocco paper (legal) | | |
| 3 | 30 | Piece | Ring bind (2 inches) | | |
| | | | | TOTAL | |

Purpose: Supplies for the Packaging of Documents on PRIME HRM Accreditation Committee

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: