



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.: 2018-04-063
Telephone No.:	Quotation No.: 2018-04-068
e-Mail:	Date: April 12, 2018
Date received by the Supplier:	ABC: 4,410.00

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.
- ✓ 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	7	Set	Kalasag (standard size)		
2	1	Roll	Ribbon (blue) 1 inch size		
3	1	Roll	Ribbon (white) 1 inch size		
4	1	Dozen	Center table flowers		
TOTAL					

Purpose: Token for the Inter-institutional Ceremonial Forging of Memorandum of Agreement (MOA) on Research Management cum Setting of Three Year SDO Baguio City Research Agenda on May 9, 2018 at SDO Baguio City Training Center

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: