




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.: 2018-04-091
Telephone No.:	Quotation No.: 2018-05-091
e-Mail:	Date: May 2, 2018
Date received by the Supplier:	ABC: 7,000.00

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 5/8/2018 @ 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	2	Set	Telephone Handset -Single-line telephone -Last number redial -Wall mountable -Switchable tone/pulse setting -Electronic handset volume control		
2	6	Piece	Extension Telephone Wire (20m) -Standard male RJ11 plug at one end and female RJ11 slot on the other end -All four conductors go through -For use with telephones, fax machines, modems, answering machines, etc. -Standard dimensions -20 Meters		
3	2	Piece	3-way Female Adapter RJ11 Interface Telephone Jack Splitter Connector		
4	4	Piece	RJ11 Telephone Line Coupler		
TOTAL					

Purpose: Extension phone lines for Accounting and Cashier offices

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: