



## 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.: 2018-04-095  
 Telephone No.: Quotation No.: 2018-05-093  
 e-Mail: Date: May 7, 2018  
 Date received by the Supplier: ABC: Php 14,625.00

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. EACULO, 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.
- ✓ 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	65	Pax	<b>AM Snack</b> -Pancit with cake <b>Lunch</b> -Soup(sinigang na hipon), Main dish-Chicken, Fish, Vegetables salad Dessert: Bananas <b>PM Snack</b> -Fruits, Kakanin		
			<b>**with flowing coffee, tea, juice, water</b> <b>**Venue: D.O Training Center</b>		
				<b>TOTAL</b>	

Date of Event: May 15, 2018

Purpose: Meals and snack for the Division Orientation on Performance Management System for Level I Employees

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Tin

\_\_\_\_\_  
 Date/Telephone No.

Canvassed by: