




## 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.: 2018-06-152
Telephone No.:	Quotation No.: 2018-06-120
e-Mail:	Date: June 27, 2018
Date received by the Supplier:	ABC: 11,800.00

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 7/3/2018 @ 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	50	Ream	A4 coupon bond – 80 GSM for mimeographing (500 leaves per ream)		
2	2	Pack	A4 PVC binding cover (100 pcs. per pack)		
3	8	Roll	Book binding tape 2		
				<b>TOTAL</b>	

Purpose: Supplies for the reproduction of materials for Phil-IRI

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: