



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:
 Date received by the Supplier:

Requesting Unit:
 PR No.: 2019-01-009
 Quotation No.: 2019-01-008
 Date: January 31, 2019
 ABC: Php 160,000.00

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 _____.

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
3. Omnibus Sworn Statement

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	40	Pax	Board and Lodging *fully air conditioned rooms with toilet and bath with hot and cold water, complete bathroom amenities, *with function hall to accommodate at least 40 pax and can be used for workshop activities with audio-video facilities *free strong wifi connections *full board meals – in house menu *overflowing brewed coffee **Venue: San Fernando La Union		
				TOTAL	
Date of Event: February 13-14, 2019 Purpose: Corporate Planning for 2019					

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

POSTED IN PHILGEPS

 Signature over Printed Name

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 Date/Telephone No.

Canvassed by: