



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
QUEZON HILL ELEMENTARY SCHOOL
 Mallare Street, Barangay Middle Quezon Hill
 Baguio City



Standard Form No.: SF-GOOD-60
 Revised on: May 24, 2004
 Standard Form Title: Request for Quotation

REQUEST FOR QUOTATION

Supplier: _____
 Address: _____
 Telephone No.: _____
 e-Mail: _____
 Date received by the Supplier: _____

Requesting Unit: **QUEZON HILL ELEM. SCHOOL**
 PR No.: **2019-03-003**
 Quotation No.: **2019-03-004**
 Date: **February 29, 2019**
 ABC: **Php 92,621.00**

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 **FEB. 28, 2019.**

Atty
TERCIMA G. VALLE
 Master Teacher 2
 Chairperson, School-BAC

REQUIREMENTS:

1. Mayor's/Business Permit
2. Income/Business Tax Return
3. PhilGEPS Registration number or Certificate
4. Omnibus Sworn Statement

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 10 Calendar days
- Price validity shall be for a period of 30 calendar days

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	270	pieces	Graduation Program Package deal - Souvenir Program 9x12, 48-60 pages, hard cover with book paper, 70 subs @ 350 copies - With photography services 3 shots (solo, class picture and receiving of certificate) - Ribbons for Graduates, parents, faculty and guests and for loyalty awardees (safety pins included) @ 710 pcs - Printing of certificates for Graduation @ 270 pcs - Tarpaulin 8 x 4, 1 pc		
2	360	Copies	Printing of Souvenir Program for the Recognition Program with free copies for faculty and guests		
3	540	Pieces	Ribbons for Moving Up pupils and parents		
Purpose: For the 2019 Graduation Program/Recognition and Moving Up Program					

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:

