



## 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: Loakan Elem. School  
 PR No. 2019-03-005  
 Quotation No.: 2019 - 03-005  
 Date: March 21, 2019  
 ABC: Php 63,310.00

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 March 29, 2019.

  
**EDITHA P. GACO**  
 BAC Chairman

**REQUIREMENTS:**

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

**Note:**

- ✓ Submit RFQ together with requirements.
- ✓ All entries must be type written 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.	Quantity	Unit	Item Description	Unit Price	Total Price
1	169	pcs	Graduation/Souvenir Program		
			Size: 8.5" x 11"; 60 pages		
			Cover page is colored print; inside pages are black and white print		
			Content: Program activities, individual 2" x 2" pictures		
			*Program activities		
			*Individual pictures of learners 2" x 2"		
			- with name, address, birthdate and ambition		
			* class Pictures - 7.5" x 5" - 4class pictures		
			* Faculty and Staff individual pictures - 2" x 2"		
			* Faculty and Staff group pictures - 6" x 5"		
			*Collage pictures of school activities		
2	233	pcs	MEDALS		
			*Printed with Loakan Elementary School logo		
			*Lace: 6cm. Color: emerald green		

			Diameter		
			Academic Awards - 6cm, 30g; 18 silver ;201 bronze		
			Special Awards - 5 cm, 25g ; 14 gold		
3	511	pcs	RIBBONS ( size: 2.5" length of lace; woven/native )		
					<b>TOTAL:</b>
Purpose: For Graduation, Moving up and Recognition of Learners for SY 2018 - 2019					

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: