



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: Doña Aurora Elementary School
 PR No.:2019-03-004
 Quotation No.: _____
 Date: March 13, 2019
 ABC: 63,555.00

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 23, 2019.

CHERRY P. LENGWA
 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 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			Graduation Package		
	192	pieces	Diploma/ Certificate Holder with name graduate/ School logo		
	195	pieces	Diploma/Certificates with printing		
	192	pieces	Ribbons for Graduation (Parents)		
	232	pieces	Button Pins for Graduates and Teachers		
	236	pieces	Souvenir Program: Graduates, Teachers and Guest		
	4	pieces	Lei (Graduation, Recognition, Moving Up)		
			Flowers for Decoration (Assorted)		
			Medal Honor Pupils for Graduates; Diameter: 6cm, Weight: 30g, Ribbon width: 1 inch, Region Color		
	2	pieces	- Silver		
	35	pieces	-Bronze		
	15	piece	Medals: Outstanding Performance in Specific Discipline; Diameter: 5cm ,Weight: 25g, Ribbon width: 1 inch, Region Color		
	5	pieces	Medals: Special Awards; Diameter: 5cm ,Weight: 25g, Ribbon width: 1 inch, Region Color		
	1	pieces	Medals: Leadership Award		
				TOTAL	

Purpose: For graduation expenses.

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:
