



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.: 2019-08-175
 Quotation No.: 2019-07-123
 Date: September 3, 2019
 ABC: 143,000.00

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 September 9, 2019 @ 9:00AM.

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.
- ✓ Delivery period within _____ Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

POSTED IN PHILGEPS

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
1	55	Pax	Full meals and accommodation with function hall that can accommodate 55 pax for 2 days with 2 microphones, laptop, and LCD, functional sound system, with tables and chairs for workshop, with pool for the team building activity		
			Breakfast: American and Filipino breakfast with flowing coffee, hot choco and tea		
			Lunch (served with drinks and soup) In house menu should be a mixture of chicken, beef / pork and fish with vegetables Dessert: Fruits or fruit salad		
			Dinner (served with drinks and soup) In-house menu should be a mixture of chicken, beef/ pork and fish		

		Day 1- September 12, 2019 *First meal to be served: PM Snack Dinner Day 2- September 13, 2019 Breakfast AM Snack Lunch PM Snack Dinner Day 3- September 14, 2109 Breakfast AM Snack *Last meal: Lunch		
			TOTAL	
Date of Event: September 12, 13 and 14, 2019 Purpose: Division Coaches Sports Dev. Activity: Building a culture of continuous innovation				

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: