




REQUEST FOR QUOTATION

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

Supplier:	Requesting Unit:
Address:	PR No.: 2019-09-249
Telephone No.:	Quotation No.: 2019-07-216
e-Mail:	Date: November 11, 2019
Date received by the Supplier:	ABC: 56,400.00

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 November 15, 2019 9am


JULIET C. SANNAD
 Chief- Curriculum Implementation Division
 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
			Meals and venue		
1	94	Pax	AM Snacks -mixed fruits with rice cake (kakanin)		
2	94	Pax	Lunch -Soup: cream of mushroom -Main dish: beef with mushroom and young corn, buttered fried chicken, vegetable platter, fish fillet with black beans sauce (tausi) -Served with steamed rice -Dessert: Crystal gelatin with lychees *Controlled buffet		
3	94	Pax	PM Snacks -Carrot cake and juice		
			*With over flowing coffee and water		
			Function Hall (November 20, 2019) -Can accommodate 94 or more guests with tables and chairs (circle type) -7:00am to 5:30pm (10 hours) -with two (2) LCD screen projectors -free Wi-Fi connectivity -functional audio system and electrical outlets -with two (2) microphones		

			-with complimentary tarpaulin (backdrop) -with mini stage -backdrop will be provided by the end user		
				TOTAL	

Date of Event: November 20, 2019

Purpose: Meals and snacks with venue for the conduct of parents-teachers association summit

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: