



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: **Lucban Elem. School**
PR No.: **2019-11-002**
Quotation No.: **2019-11-002**
Date: **November 21, 2019**
ABC: **P86,575.00**

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 _____.


GENAR P. TACAY
Teacher III

Chairman, Bids and Awards Committee

REQUIREMENTS:

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

POSTED IN **PHILGEPS**

No.	Unit of Measure	Item and Specification	Quantity Requirement	Cost per Item	Total Cost
1	bottle	ALCOHOL, 70%, ethyl, 500ml	10		
2	pieces	CORRECTION TAPE, 6 meters(min), 1 piece /plastic	5		
3	Ream	Folder (A4) white	4		
4	Ream	Folder (legal) white	4		
5	Pieces	SIGN PEN, black	20		
6	box	SIGN PEN, blue	20		
7	Box	Chalk (dustless)	80		
8	box	PUSH PIN, flat head type, assorted colors, 100 pieces per case	10		
9	pack	TOILET TISSUE, 12 rolls per pack	10		
10	piece	BROOM, soft (tambo)	50		
11	piece	BROOM, stick (tingting)	10		
12	Gallon	Zonrox	10		
13	piece	MOPHEAD, made of rayon	80		
14	piece	DUST PAN, non-rigid plastic	80		
15	pouch	DETERGENT POWDER, all purpose, 1kilo/pouch	20		
16	bundle	RAG, all cotton, 32 pieces per kilo per bundle	10		
17	SET	Mop Handle Aluminium with Mod head	5		
18	Set	Computer Ink HP Desk Jet 5810 (4 colors)	12		
19	Unit	Printer (HP desk jet Ink Advantage, GT 5810)	1		
20	piece	Extension Cords 20 meter	2		
21	Piece	Fluorescent Tube 40 watt	50		
22	Piece	Starter	50		
23	Piece	Fluorescent Eco lump 18 watt	10		
24	Piece	Eco lump Socket	10		

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.


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:


JAMES D. BUSAING
Administrative Aid I/Canvasser