



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**DOÑA AURORA ELEMENTARY SCHOOL**  
 Gen. De Jesus St., Aurora Hill, Baguio City



### 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.:2020-01-001  
 Quotation No.:001-01-2020  
 Date: December 2,2019  
 ABC: 168,000 PhP

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 December 10, 2019

  
**CHERRY PIE R. 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.

POSTED IN **PHILGEPS**

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	1	pax	Night guard for Doña Aurora Elementary School (6:00 PM to 6:00 AM Duty; 12 hours)	₱ _____	₱ _____
			January to December 2020	Monthly (12)	
				<b>TOTAL</b>	₱ _____
Purpose: Night Guard					

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.