




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.: **2020-01-003**
Quotation No.: **2020-01-003**
Date: **January 20, 2020**
ABC: **P96,075.00**

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 **January 29, 2020**.


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	pieces	CORRECTION TAPE, 6 meters(min), 1 piece in individual	10		
2	Pieces	ENVELOPE, Plastic transparent plastic - Long	700		
3	piece	MARKER whiteboard, black, felt tip, bullet type	100		
4	ream	PAPER, Multi-Purpose (COPY) A4, 70gsm	90		
5	ream	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	90		
6	piece	Sign Pen, Black	90		
7	piece	Sign Pen Blue	20		
8	Gallon	<i>bleach</i>	20		
9	pouch	DETERGENT BAR, 140 grams as packed	75		
10	can	FLOOR WAX, Paste, red	10		
11	Roll	TRASHBAG, plastic, transparent, 10pcs/roll	50		
12	bottle	Computer Ink , HP Smart Tank 615	1		
13	bottle	Computer Ink HP Desk Jet 5810 (4 colors)	10		
14	BOTTLE	INK REFILL FOR MARKER - for White Board (BLACK)	80		

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:


SHERLY G. DAWATEN
Administrative Aid III/Canvasser