



REQUEST FOR QUOTATION

Standard Form No. SF-000D-60
 Revised on May 24, 2004
 Standard Form Title: Request for Quotation

Supplier: _____ Requesting Unit: **Loakan Elementary School**
 Address: _____ PR No.: 2020-02-003
 Telephone No.: _____ Quotation No.: 2020-02-007
 E-Mail: _____ Date: January 31, 2020
 Date Received by the Supplier: _____ ABC: Php 80,699.40

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 **Feb. 8, 2020**.

IVY LEAN P. OLOWAN
 BAC, Chairman

REQUIREMENTS:

1. Mayor's / Business Permit
2. PhilGEPS Registration number or certificate
3. Income Tax
4. Omnibus Sworn Statement

Note:

- √ Submit RFQ together with requirements.
- √ All entries must be type written 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.

Item No	Quantity	Unit	Item Description	Unit Price	Total Price
Graduation Rites					
	161	book	Souvenir Program (letter size, 60 pages, colored cover psge, black and white inside pages,)		
	161	pc	certificate/diploma (size A4)		
	161	pc	certificate holder (for A4)		
	5	pc	gold medal: (personalized lace with name of the school)		
	10	pc	silver medal: (personalized lace with name of the school)		
	25	pc	bronze medal: (personalized lace with name of the school)		
	161	pc	Button pins		
	1	roll	ribbon (olive green)		
	10	yard	tassle (golden yellow)		
	2	pcs	Lei for guest of honor and confirmer		
Moving up/Closing Ceremonies					
	137	book	Souvenir Program (legal size- folded, 10 pages, colored cover page, black and white inside pages,)		
	137	pc	certificate/diploma		
	137	pc	certificate holder		
	1	roll	ribbon (olive green)		
	2	roll	ribbon (ethnic)		
	12	yard	tassle (golden yellow)		
	5	yard	tassle (white)		
	1	pc	Lei for guest of honor and speaker		
	20	pc	styro - 1/4 inch thick		
	4	pack	glitters		

Recognition Activities			
10	pc	gold medal: (personalized lace with name of the school)	
25	pc	silver medal: (personalized lace with name of the school)	
165	pc	bronze medal: (personalized lace with name of the school)	
6	yrd	tassle (golden yellow)	

Purpose: Expenses for the conduct of graduationceremony of Grade 6 learners, Moving Up of Kindergarten learners and Closing /Recognition of Learner Performances for SY 2019 - 2020

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.