




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.: 2020-03-047
Telephone No.:	Quotation No.: 2020-03-046
e-Mail:	Date: March 4, 2020
Date received by the Supplier:	ABC: 103,875.00

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 March 16, 2020.


JULIET C. SANNAD
Chief- Curriculum Implementation Division
Chairman, Bids and Awards Committee

REQUIREMENTS:

- Mayor's / Business permit
- PhilGEPS registration number or certificate
- 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	50	Bottles	Alcohol Ethyl, 68% to 70% 500ml		
2	25	Boxes	Clip back fold, all metal, clamping 32mm		
3	100	Pieces	Correction tape, film base type 6m min		
4	100	Pieces	Light bulb, LED 11 watts pc individual box		
5	50	Pads	Notepad stick on (post it) 2" x 3"		
6	50	Pads	Notepad stick on (post it) 3" x 3"		
7	50	Pads	Notepad stick on (post it) 3" x 4"		
8	100	Reams	Paper multi copy 80gsm (216xmm x 330mm) Legal size		
9	150	Reams	Paper multi copy 80gsm (210xmm x 297mm) A4 size		
10	30	Pieces	Record book (300 pages) size 214mm x 278mm		
11	20	Pieces	Record book (500 pages) size 214mm x 278mm		
12	10	Rolls	Tape electric		
13	40	Packs	Toilet tissue paper, 2ply sheets 150 pulls 12/ pack		
14	100	Pieces	Sign pen, black liquid gel ink, 0.5 mm needle tip		
15	100	Pieces	Sign pen, blue liquid gel ink, 0.5 mm needle tip		
16	25	Pieces	Sign pen, green liquid gel ink, 0.5 mm needle tip		
17	150	Pieces	Folder expanding (long) color blue, green and red		
				TOTAL	

Purpose: Office Supplies and Materials for the First Quarter Division Office

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Signature over Printed Name

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Date/Telephone No.

Canvassed by: