



REQUEST FOR QUOTATION

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

Supplier: _____ Requesting Unit: **Loakan Elementary School**
 Address: _____ PR No.: 2020-07-007
 Telephone No.: _____ Quotation No.: 2020-06-011
 E-Mail: _____ Date: July 27, 2020
 Date Received by the Supplier: _____ ABC: Php 55,000.00

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 **August 5, 2020**.

POSTED IN PHILGEPS

IVY LEAH 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.

Eleanor Cardice Bautista

Item No	Quantity	Unit	Item Description	Unit Price	Total Price
1	25	pack	ink for Risograph RZ220 (1000ml) Black		
2	10	box	Master for Risograph RZ220 (200 cuts)		
			Condition for the ink and Master of Risograph RZ7220: Supplier		
			must provide free use of 1 Riso graph machine to be delivered at		
			Loakan Elementary School with a back - up unit to be delivered at		
			Loakan Elementary School anytime during office hours in case of		
			machine breakdown. Supplier must provide on-call technical		
			support during reproduction of materials		

Purpose: Reproduction of learning materials in school.

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

Canvassed by: _____

 Signature over Printed Name

 TIN

 Date/ Telephone No.