



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
JOSE P. LAUREL ELEMENTARY SCHOOL
 Upper Dagsian, Baguio City




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.: <u>2020-08-008</u>
Telephone No.: _____	Quotation No.: <u>2020-08-008</u>
e-Mail: _____	Date: <u>August 17, 2020</u>
Date received by the Supplier: _____	ABC: <u>PhP 54,000.00</u>

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 Aug. 24, 2020


DOROTHY C. LONGATAN
 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	4	cartt	drum cartridge for photocopying machine (Fuji Xerox DocuCentre 2056		
2	8	cartt	toner cartridge for photocopying machine (Fuji Xerox DocuCentre 2056		
				TOTAL	

Purpose: Reproduction of learning modules for the implementation of the Basic Education Continuity Plan

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

Canvassed by:

 Canvasser

 Signature over Printed name

 TIN

 DATE

 Tel No.