



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**DOÑA AURORA ELEMENTARY SCHOOL**  
 Gen. De Jesus St., Aurora Hill, Baguio City



**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: Doña Aurora Elementary School  
 PR No.: 2020-09-014  
 Quotation No.: 2020-09-018  
 Date: September 09,2020  
 ABC: Php. 154,872.57

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 \_\_\_\_\_.

  
**CERRY PIE F. LENGWA**  
 BAC Chairperson

**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        | 258118 | copies | Reproduction of SLMs, 8.5" x 11" (not back to back) |              |             |
|          |        |        |   | <b>TOTAL</b> |             |

Purpose: for reproduction of SLMs.

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:

PHILGEPS