



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
 #82 Military Cut-Off, 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: OSDS  
 Address: PR No.: 2020-10-179  
 Telephone No.: Quotation No.: 2020-08-161  
 e-Mail: Date: October 16, 2020  
 Date received by the Supplier: ABC: Php 12,575.00

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 October 22, 2020

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

**REQUIREMENTS:**

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement

**Note:**

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Delivery period within \_\_\_\_\_ Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	235	Pcs.	Certificate Holder (A4 Blue)		
2	25	Packs	Special paper (A4,120gsm,10s/pack)		
			*****		
				<b>TOTAL</b>	

Purpose: Recognition program for 2020 service awardees on December 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.

Canvassed by: