



Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
84 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: _____
Address: _____
Telephone No.: _____
E-Mail: _____
Date received by the Supplier: _____

Requesting Unit: **Rizal Elementary School**
PR No.: **2020-10-022**
Quotation No.: **2020-10-022**
Date: **October 23, 2020**
ABC: Php: **50,150.00**

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 November 2, 2020.


MARIA MAGDALENA C. BALAO
School 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.
- ✓ 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.	295	reams	Bond Paper, A4, 70gsm		
<i>*Nothing Follows</i>					
TOTAL					

Date of Event: November, 2020
Purpose: Procurement of Office Supplies for the Reproduction of Module /Learning worksheets for Kinder to Grade 6 in all learning areas.

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: