



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:

PR No.: 2020-10-209

Quotation No.: 2020-08-194

Date: November 9, 2020

ABC: 9,147.00

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 11-13-2020.


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	2	Packs	Cover plastic-A4 200 mic, PVC Binding film, 100pcs/pack		
2	2	Packs	Cover plastic-legal, 0.30mm thickness, PVC Binding film, packs of 10		
3	82	Pieces	Folder-Expanded folder, 805 inches x 13 inches, color green, thick / hard		
4	2	Boxes	Paper parchment-size: legal, 80 gsm, 100 sheets per box		
5	2	Boxes	Paper parchment A4 Size multipurpose 80 gsm 100 sheets/box 20box/pack		
6	5	Reams	Bond paper premium grade A4, 500 sheets/ream		
7	5	Reams	Bond paper premium grade legal, 500sheets/ream		
8	29	Pieces	Pen-ballpoint, black		
9	1	Box	Envelope expanding, kraft board, for legal size doc, 100 pieces per box		
				TOTAL	
Purpose: Supplies and materials for the conduct of parent's academy					

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: