




## 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.: 2020-12-322  
 Quotation No.: 2020-08-306  
 Date: December 21, 2020  
 ABC: 30,800.00

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 12-23-2020.

  
**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	42	Pax	1 Meal, 2 Snacks		
2	35	Pax	1 Meal, 2 Snacks		
			*In-house menu (submit proposed menu with choices) *Overflowing tea/coffee		
				<b>TOTAL</b>	
Purpose: Meals and snacks for the conduct of midyear performance review monitoring					

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: