



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**SCHOOLS 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: Adiwang Elem. School  
 Address: PR No.: 2021 – 01 - 002  
 Telephone No.: Quotation No.: 2021 – 01 - 002  
 e-Mail: Date: January 22, 2021  
 Date received by the Supplier: ABC: P100,000.00

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 an open envelope** duly signed by your representative not later than *February 4, 2021*

*Joy A. Ymana*  
**JOY A. YMANA**  
 School 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	200,000	piece	Reproduction of Self-Learning Modules, stapled, A4 coupon bond, 70gsm		
				<b>TOTAL</b>	
Purpose: Additional requisition for the month of February 2021					

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: