




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: OSDS
PR No.: 2021-01-013
Quotation No.: 2021-01-012
Date: January 27, 2021
ABC: 6,980.00

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 February 1, 2021.


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	7	Liters	Motor oil		
2	1	Piece	Engine flush		
3	1	Piece	Air cleaner		
4	2	Pieces	Fuel Filter		
5	1	Piece	Oil filter		
6	3	Pieces	Fan belt		
7	1	Liter	Coolant		
8	1		Labor force		
				TOTAL	

Purpose: Procurement of supplies and services for the maintenance of office service vehicle with plate no. SKY 668 (Change oil)

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: