



## 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 - Accounting  
PR No.: 2021-02-035  
Quotation No.: 2021-02-33  
Date: February 17, 2021  
ABC: Php 10,000.00

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 a sealed envelope** duly signed by your representative not later than February 22, 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	20	person	<b>AM Snacks:</b> Vegetable Salad, Buko Juice  <b>Lunch :</b> Chicken cordon blue, Sweet and sour pork, Beef bulalo, kare kare with more vegetables, mixed fruits  Date: March 10, 2021		
				<b>TOTAL</b>	

Purpose: CY 2020 Exit Conference.

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: