



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**DOÑA AURORA ELEMENTARY SCHOOL**  
 Gen. De Jesus St., Aurora Hill, Baguio City



### 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: Doña Aurora Elementary School  
 PR No.: 2021-02-005  
 Quotation No.: 2021-02-022  
 Date: March 08, 2021  
 ABC: P 89,077.61 ✓

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 \_\_\_\_\_.

  
**SHARON CHRISTIANIE R. CASTILLO**  
 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	223	reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm		
2	105	reams	PAPER, Multi-Purpose (COPY) Legal, 70 gsm		
3	280	reams	PAPER, Multi-Purpose (COPY) Short, 70 gsm		
Purpose: For Reproduction of Learner's Module.					

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.