



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.: 2021-05-013
 Quotation No.: 2021-05-027
 Date: May 19, 2021
 ABC: P116,985.00

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 May 25, 2021.


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	616	reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm		
2	45	pcs.	STAPLER, STANDARD TYPE, load cap: 200 staples min		
3	41	box	STAPLE WIRE, STANDARD, (26/6)		
Purpose: for reproduction of Self Learning Modules /Learning worksheets for EPP Grades 4- 6 (Quarter 3&4)					

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.