



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: **Holy Ghost Extension E/S**
 PR No.: **2021-002-01**
 Quotation No.: **2021-001-02**
 Date: **May 27, 2021**
 ABC: **₱ 52,127.50**

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 June 1, 2021

A. Alcedo
AIDA C. ALCEDO
 Chairperson, BAC

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 15 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	85	ream	PAPER, MULTICOPY, A4, 80gsm, size: 210mm x 297mm		
2	25	ream	PAPER, MULTICOPY, LEGAL, 80gsm, size: 216mm x 330mm		
3	20	Piece	USB Flash Drive (32gb)		
4	25	pack	Special Paper (A4), Cream		
5	10	pack	Special paper (Legal) (Cream)		
6	25	pack	Photo Paper, A4 Size, Glossy		
7	20	Piece	Ink Epson L360 (Black)		
8	20	Piece	Ink Epson L360 (Magenta)		
9	20	Piece	Ink Epson L360 (Cyan)		
10	20	Piece	Ink Epson L360 (Yellow)		
TOTAL					
Purpose: For school use					

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.