



**Republic of the Philippines**  
**Department of Education**  
 Cordillera Administrative Region  
 Schools Division of Baguio City  
 Doña Aurora Elementary School  
 District 4  
 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.: 2021-06-016  
 Quotation No.: 2021-06-027  
 Date: June 17, 2021  
 ABC: ₱71,600.00

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 June 21, 2021.

POSTED IN **PHILGEPS**

*(Signature)*  
**CHERRY PIE P. LENGWA**  
 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 Day

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1			<b>Graduation Package</b>		
	207	pcs.	Diploma/ Certificate Holder, A4		
	379	pcs.	Diploma/ Certificate and Printing, A4		
	255	pcs.	Souvenir Program: Graduates, teachers and Guests		
	207	pcs.	Pictures for Graduates (1 individual and 1 group picture)		
	26	pcs	Medal of honor pupils for the graduates; 6 cm		
	8	pcs	Medals: Special Awards (Subject Areas), 5cm.		
<b>TOTAL</b>					
Purpose: For Graduation expenses					

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.

