



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 28, 2021
ABC: ₱58,974.00

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 July 2, 2021.

POSTED IN PHILGEPS

VICTOR U. SOTELO
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			Graduation Package		
	193	pcs.	Diploma/ Certificate Holder, A4		
	362	pcs.	Diploma/ Certificate and Printing, A4 (Graduates and Kinder)		
	200	pcs.	Souvenir Program: Graduates, teachers		
	193	pcs.	Pictures for Graduates (2 pictures)		
	35	pcs	Medal of honor pupils for the graduates; 6 cm		
TOTAL					

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.

