



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.: 2021-10-026
 Quotation No.: 2021-10-036
 Date: September 28, 2021
 ABC: P 95,398.00 ↓

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 October 4, 2021 @ 9am

POSTED IN PHILGEPS

VICTOR U. SOTELO JR.
 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	474	Reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm		
2	111	Reams	PAPER, Multi-Purpose (COPY) legal, 70 gsm		
TOTAL					₱

Purpose: Purchase of office supplies for the reproduction of learning modules.

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

