Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
LUCBAN ELEMENTARY SCHOOL
MAGSAYSAY AVE., BAGUIO CITY

REQUEST FOR QUOTATION

Company/Supplier/Store:_____
Address:_____
Telephone No.:_____
e-Mail: _____
TIN:_____

PR No.: 2021-12-052
Quotation No.: 2021-12-052
Date: December 13, 2021
ABC: 99,500.00

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 December 17, 2021.

GENAR P. TACAY
Chairperson, Bids and Awards Committee

REQUIREMENTS:
18. Mayor's / Business permit
19. PhilGEPS registration number or certificate
20. Omnibus Sworn Statement (for ABC above 50K)
21. Income/Business Tax Return (for ABC above 500K)

Note:
- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Delivery period within _____ Calendar Days.
- ✓ Price validity shall be for a period of ___ Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	360	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm		
2	260	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm		
				TOTAL	

Purpose: School Supplies

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

Canvassed by: