REQUEST FOR QUOTATION

Standard Form No.:SF-GOOD-60
Revised on: May 24, 2004
Standard Form Title: Request for Quotation

Supplier:	Requesting Unit:COA/E. Ngina
Address:	PR No.: 2023-10-312
Telephone No.:	Quotation No.: 2023-10-303
e-Mail:	Date: October 26, 2023
Delivery Period:	ABC: 10,485.00

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 **NOVEMBER 3, 2023 @9AM**

Failure to submit this on or before the due date aforestated will be a ground for disqualification unless extended by the BAC.

CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
Assistant Schools Division Superintendent
Chairman, Bids and Awards Committee

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement if above 50,000.00
4. Income/Business Tax Return 500,000.00 and above

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 <u>30</u> Calendar Days.

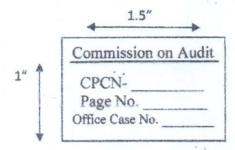| Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	5	Pieces	Self-inking (stamp 1)		
2	1	Piece	Self-inking (stamp 2) EMILY P. NGINA		
3	3	Pieces	Self-inking (stamp 3) ALLOWED IN AUDIT		
4	1	Piece	Wood (Stamp 4) Certification		
			*Please see attached file for reference		
				TOTAL	

Purpose: Procurement of semi expendable properties for office use

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.
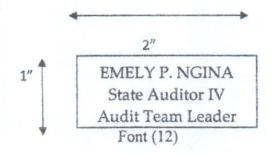
_____
Signature over Printed Name

_____
Tin

_____
Date/Telephone No.

Canvassed by:

Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: (074) 442-4326 / (074) 442-7819 | **Email:** baguio.city@deped.gov.ph
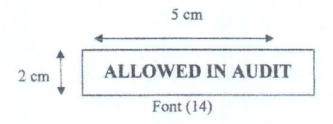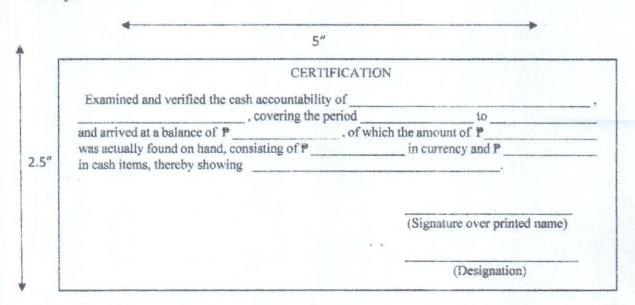**Website:** www.depedpines.com | **Facebook Page:** facebook.com/DepEdTayoBaguioCity

"DepEd SDO Baguio City:
We Serve,
We Care. "

Stamp 1

1.5″

Commission on Audit
CPCN- _____
Page No. _____
Office Case No. _____

1″

Font (12 and 10-last line)

Stamp 2

2″

EMELY P. NGINA
State Auditor IV
Audit Team Leader

1″

Font (12)

Stamp 3

5 cm

ALLOWED IN AUDIT

2 cm

Font (14)

Stamp 4

5″

CERTIFICATION

Examined and verified the cash accountability of _____ ,
_____ , covering the period _____ to _____
and arrived at a balance of ₱ _____ , of which the amount of ₱ _____
was actually found on hand, consisting of ₱ _____ in currency and ₱ _____
in cash items, thereby showing _____ .

_____
(Signature over printed name)

_____
(Designation)

2.5″

Font (10)