



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: JHS Department
PR No.: J2024-04-008
Quotation No.: RFQ 2024-04-008
Date: April 30, 2024
ABC: Php 53, 980.00

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 **May 9, 2024 29am**

POSTED IN PHILGEPS

Aurea Daweng
AUREA D. DAWENG

Chairman, Bids and Awards Committee

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Indicate brand and model of item offered.
- ✓ Delivery period within 5 Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Note: 9-2024

Item	Qty.	Unit	Item Description	Unit Price	Total Price
1	2	roll	Ribbon lace, 1/2 inch, white with silver lining, 25 yards per roll		
2	3	roll	Ribbon lace, 1/2 inch, gold, 25 yards per roll		
3	3	roll	Ribbon lace, 1 inch, purple, 25 yards per roll		
4	10	pack	Special Paper, 100- 120gsm, short (for certificates), 100 pcs/pack, cream		
5	10	reams	Bond paper, 100-120 gsm, legal		
6	15	reams	Bond paper, 90 gsm, legal		
7	5	bottles	Epson ink, blue, T664		
8	5	bottles	Epson ink, magenta, T664		
9	5	bottles	Epson ink, cyan, T664		
10	10	bottles	Epson ink, black, T664		
11	650	pcs	Certificate holder, legal, clear plastic		
12	460	pcs	L-folder plastic long, transparent		
13	6	pcs	frame for certificate, wood design, A4		
			nothing follows		

Purpose: for end of school year rites

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: _____