



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
 Division of Baguio
 Baguio Central District
Sto. Tomas Elementary School
 Sto. Tomas Central, 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: _____

Requesting Unit: **Sto. Tomas ES**
 PR No.: **2020-08-01**
 Quotation No.: **2020-08-01**
 Date: **September 2, 2020**

Date received by the Supplier: _____

ABC: **72,600.00**

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 September 10, 2020.

MARY JANE L. ADAWI
 School BAC 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

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 Days.

POSTED IN **PHILGEPS**

Item No.	Qty.	Unit	Item Description	Amount	Total
1	121,000	copies	Reproduction of module A4 ,70/80 gsm		
				TOTAL	

Purpose: Procurement of materials

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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Canvassed by: