



## 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:  
PR No.: 2020-12-329  
Quotation No.: 2020-12-325  
Date: January 4, 2021  
ABC: 15,000.00

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 01/06/2021.

  
**JULIET C. SANNAD**

Chief- Curriculum Implementation Division  
Chairman, Bids and Awards Committee

### REQUIREMENTS:

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

### 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 30 Calendar Days.

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
1	100	Pieces	Bottled water 350ml		
2	100	Pieces	Juice flavored bottled 250ml		
3	99	Sachet	3 in 1 Instant coffee, various flavor		
4	20	Boxes	Green tea, 10 teabags per box		
5	12	Packs	Special mamon classic, 12 pcs per pack expiry not be 6 months upon purchase		
6	50	Packs	Cheese bar, 23g x 10 pcs per pack		
				<b>TOTAL</b>	

Purpose: Meals and snacks for the conduct of stakeholder convergence meeting

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: