



### 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: SHS Department  
PR No.: S2024-02-003  
Quotation No.: RFQ 2024-02-003  
Date: February 9, 2024  
ABC: Php 51, 150.00

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 **February 14, 2024 @ 9am**

**POSTED IN PHILGEPS**

*Aurea D. 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

**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 5 Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item	Qty.	Unit	Item Description	Unit Price	Total Price
1	2	set	Filing cabinet - 4 layer steel, with lock		
2	3	pc	Fastspeed 8GB DDR4 3200mhz Desktop Ram w/ Heatsink		
3	5	pc	Comfort Round Edge Keycaps FN Hot Keys Full-Size USB Natural_A Wired Keyboard		
4	5	pc	Symmetric Dust-Resistant Wheel Plug & Play USB Optical Wired Mouse		
5	2	pc	Motherboard for desktop, with heatsink, RAM(8GB), SSD 256		
6	3	set	Power supply for desktop		
7	1	pc	hard disk 1TB HDD 3.5inch SATA Internal Hard Drive For desktop		
8	1	set	Fiber Optic Tool Kit with Fiber Cleaver 15km All in one Optical Power Meter -70~+ 10dbm Visual Fault Locator Tester		
			***nothing follows***		
				<b>TOTAL</b>	

Purpose: furniture, supplies and materials for ICT laboratory

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: \_\_\_\_\_