



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.: J2026-02-004
Quotation No.: RFQ 2026-02-004
Date: February 20, 2025
ABC: Php 91, 184.00

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 March 6, 2026.

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
			Medal, with DepEd seal, 6 cm diameter, weight 30 g, green lace 1 inch, with printed name of school		
1	3	pc	gold (5cm)		
2	35	pc	silver		
3	750	pc	bronze		
4	5	pc	Plaque(8 inches)		
5	14	box	Seal for Diploma		
			Ribbons for parents, learners and personnel, school logo with ethnic design and safety pin		
6	514	pc	graduates		
7	137	pc	completers		
8	651	pc	parent/guardian		
9	92	pc	faculty		
10	12	pc	Lei, weaved violet/purple, flower-cloth material, center-acrylic print of school logo		
11	700	sheet	Diploma printing, 9x12 inches		
			nothing follows		

Purpose: Other supplies and materials expense for year-end graduation rites 2026

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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Date/Telephone No.

Canvassed by: _____