



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-Off, 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:
Date received by the Supplier:

Requesting Unit:
PR No.: 2017-11-381
Quotation No.: 2017-11-163
Date: November 27, 2017
ABC: 68,020.00

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 December 7, 2017. @ 1:00 PM

for
SORAYA T. FACULO, PhD.
OIC-Assistant School Division Superintendent
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.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	20	Piece	Mouse, optical, USB connection type		
2	50	Pack	Battery, size AA, alkaline, 2pc/pack		
3	20	Pack	Battery, size AAA, alkaline, 2pc/pack		
4	30	Piece	Ballpen green		
5	75	Piece	Data file box		
6	1	Box	Envelope Legal size 500/box, brown		
7	2	Box	Envelope Expanding, kraftboard for legal size 100/box		
8	2	Box	Folder Expanded legal size 100/box		
9	5	Pack	Folder Tagboard, legal size, 100/pack		
10	25	Box	Staple wire, standard		
11	50	Piece	Staple wire remover (heavy duty stainless steel)		
12	25	Pack	Toilet tissue, 12 rolls/pack		
13	20	Piece	Cutter knife, heavy duty		
14	1	Unit	Typewriter, 18" long carriage PiCA		
15	20	Cart.	Computer Ink Canon 810 black		
				TOTAL	

Purpose: for the use of Division Office Supplies for 4th quarter 2017

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

POSTED IN PHILGEPS

Signature over Printed Name

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Date/Telephone No.

Canvassed by: