



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: _____ Requesting Unit: _____
 Address: _____ PR No.: 2018-02-025
 Telephone No.: _____ Quotation No.: 2018-03-035
 e-Mail: _____ Date: March 1, 2018
 Date received by the Supplier: _____ ABC: 22,275.00

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 03/12/2018 @ 11:00 A.M.

SORAYA T. FACULO, PhD.
 OIC-Assistant School Division Superintendent
 Chairman, Bids and Awards Committee *SW*

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate

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	30	Pack	Toilet Tissue 12/pack		
2	20	Pair	Scissors 6", stainless		
3	15	Piece	Calculator, COMPACT, 12 digits electronic		
4	15	Piece	Flash drive, 16GB, USB 2.0, plug/play		
5	2	Box	Envelope, Mailing white 70gsm long 500/box		
6	10	Bottle	Computer Ink EPSON 6644, Yellow		
7	25	Piece	Ballpen Black		
8	25	Piece	Ballpen Blue		
9	10	Bottle	Computer Ink CANON 790 Black		
10	5	Bottle	Computer Ink CANON 790 Cyan		
11	5	Bottle	Computer Ink CANON 790 Magenta		
12	5	Bottle	Computer Ink CANON 790 Yellow		
				TOTAL	
Purpose: Office Supplies for Division Office use for the 1st Quarter which are not Available at DBM					

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: