



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.:
Telephone No.:	Quotation No.: 2018-03-38
e-Mail:	Date: March 1, 2018
Date received by the Supplier:	ABC: 15,009.20

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 @ 11:00AM.



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

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	9	Bottle	Canon Pixma 790 Ink - Black		
2	3	Bottle	Canon Pixma 790 Ink – Cyan		
3	3	Bottle	Canon Pixma 790 Ink – Magenta		
4	3	Bottle	Canon Pixma 790 Ink – Yellow		
5	16	Pack	Folder legal, 100/pack		
				TOTAL	

Purpose: Supplies for Accounting office use

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: