



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.: 2018-04-065
Telephone No.:	Quotation No.: 2018-04-067
e-Mail:	Date: April 12, 2018
Date received by the Supplier:	ABC: 17,410.00

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 _____.


SORAYA T. FACULO, PhD. *4.12*
 OIC-Assistant School Division Superintendent
 Chairman, Bids and Awards Committee

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: <i>Supplies for Accounting Offices use</i>					

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: