



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.: 2018-02-024  
 Quotation No.: 2018-03-057  
 Date: March 28, 2018  
 ABC: 4,950.00

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 04/04/2018 @ 11:00 A.M.

**SORAYA T. FACULO, PhD.**

OIC-Assistant School Division Superintendent  
 Chairman, Bids and Awards Committee *μl*

**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        | 10   | Ream | Coupon Bond – A4 80 GSM for Mimeography (500 leaves per ream) |              |             |
| 2        | 3    | Pack | A4 PVC Binding Cover (100 pcs pack)                           |              |             |
| 3        | 4    | Box  | Staple wire – 32/20   |              |             |
| 4        | 8    | Roll | Binding Tape 2"   |              |             |
|          |      |      |   | <b>TOTAL</b> |             |

Purpose: Supplies needed for the reproduction of Division PRAISE Handbook

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

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Tin

\_\_\_\_\_  
 Date/Telephone No.

Canvassed by: