



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.: 2018-04-087
Quotation No.: 2018-05-096
Date: May 8, 2018
ABC: 80,225.50

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.

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

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. 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.

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Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	10	Can	Air Freshener, aerosol 280ml/150g		
2	20	Box	Clip, Backfold, all metal clamping 32mm		
3	50	Piece	Data folder with ring		
4	100	Piece	Data folder, made of clipboard, tagila lock		
5	2	Box	Envelope Documentary for 'A4 size'		
6	15	Piece	Eraser Felt for blackboard and whiteboard		
7	50	Piece	Flash Drive 16GB capacity		
8	25	Jar	Glue all-purpose gross weight 200gms		
9	40	Bottle	Ink Canon 790 Black		
10	20	Bottle	Ink Canon 790 Cyan		
11	20	Bottle	Ink Canon 790 Magenta		
12	20	Bottle	Ink Canon 790 Yellow		
13	40	Bottle	Ink Epson T6641 Black		
14	24	Piece	Marker Permanent Black, bullet type		
15	25	Book	Record book, 300 pages, size 214mm x 278mm		
16	50	Piece	Signpen Black, liquid/gel ink, 0.5mm needle tip		
17	50	Piece	Signpen Blue, liquid/gel ink, 0.5mm needle tip		
18	20	Piece	Stapler, standard type load cap 200 staples min		
19	2	Box	Mailing Envelope (white), long		
20	20	Pack	Sticker paper A4 10/pack		
21	50	Pack	Special Paper Long 200gsm		
22	50	Pack	Special Paper A4 200gsm		
23	50	Piece	Ballpen, black		
24	50	Piece	Ballpen, blue		

25	30	Piece	Signpen Green		
				TOTAL	
Purpose: Office Supplies for Division Office use for the 2nd Quarter					

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

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Signature over Printed Name

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Date/Telephone No.

Canvassed by: