



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:

Requesting Unit:
PR No.: 2018-05-125/2018-05-126/2018-05-133
Quotation No.: 2018-07-144
Date: July 27, 2018
ABC: 298,237.00

Date received by the Supplier:

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 8/7/2018 @ 11:00 A.M.


SORAYA T. FACULO, PhD.

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

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Income/Business Tax Return
4. 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.

POSTED IN PHILGEPS

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
Lot No. 1					
1	20	Piece	Paper Bags		
2	900	Piece	Ballpen (black)		
3	300	Piece	Ballpen, Blue		
4	100	Packet	Battery, Dry Cell AAA alkaline 2/packet		
5	70	Box	CLIP, BACKFOLD, all metal clamping 32mm		
6	15	Pack	Cray Pas (pastel crayon) 12/pack		
7	50	Piece	Data File Box, made of chipboard with closed ends		
8	100	Piece	Data Folder with Ring		
9	1	Piece	Desk Bell/Call Bell (stainless steel)		
10	2	Box	Envelope Documentary for A4 size 500/box		
11	3	Box	Envelope Documentary for legal size		
12	1	Box	Envelope, Expanding		
13	40	Piece	Eraser Felt for blackboard and whiteboard		
14	20	Piece	Eraser Plastic/rubber for pencil		
15	5	Piece	Expanding Folders Legal size 100's/box		
16	45	Piece	Flash Drive , 32 GB		
17	50	Piece	Flash Drive 16GB capacity		
18	2	Pack	Folder Kraft Legal size 100/pack		
19	25	Jar	Glue all-purpose gross weight 200gms		
20	100	Set	ID Card w/ case		
21	10	Piece	Illustration Board 1/4 size		
22	75	Bottle	INK CANON 790 Black		
23	35	Bottle	INK CANON 790 Cyan		
24	35	Bottle	INK CANON 790 Magenta		
25	35	Bottle	INK CANON 790 Yellow		

26	100	Bottle	INK EPSON T6641 - Black		
27	5	Box	Mailing Envelope (white), long		
28	5	Box	Mailing Envelope (white), short		
29	200	Piece	Manila Paper		
30	15	Box	Marker, Permanent Black 12/box		
31	25	Piece	Record Book, 300 pages, size 214mm x 278mm		
32	25	Piece	Ruler, plastic, 450mm 12"width		
33	150	Piece	Signpen Black, liquid/gel ink, 0.5mm needle tip		
34	50	Piece	Signpen Green		
35	150	Piece	Signpen, Blue, liquid/gel ink 0.5mm needle tip		
36	4	Ream	Special paper		
37	300	Pack	Special Paper A4 200gsm		
38	350	Pack	Special Paper Long 200gsm		
39	30	Piece	Stapler, standard type load cap 200 staples min		
40	50	Pack	Sticker paper A4 10/pack		
41	50	Roll	Tape, Double sided Tape 1"		
42	50	Roll	Tape, Double sided Tape 1/2"		
Lot No. 2					
1	9	Gallon	Liquid Bleach		
2	150	Piece	Deodorant Cake		
3	50	kilo	Fabric Conditioner 800 ml		
4	25	Bottle	Glass Cleaner (liter)		
5	6	Gallon	Muriatic Acid		
6	50	Kilo	Detergent powder (1 kilo) anti bac		
7	40	Bottle	Toilet Bowl Cleaner (1 liter)		
8	10	piece	Toilet Brush w/ wooden handle		
9	10	Piece	Mop Squeeze w/ foam		
10	12	pair	Rubber gloves L		
11	12	pair	Rubber gloves M		
12	10	bottle	Dishwashing soap 1 liter		
13	10	Can	Air freshener Aerosol 280ml/150g		
Lot No. 3					
1	1	Unit	RECORDER Digital Voice Recorder w/ Built-in USB Up to 4 GB of Built in storage, expandable MicroSD (SDHC/SDXC) cards, Record in MPS LPCM w/ a highe sensitivity S-Microphone Direct USB builtin for easy connection to PC		
2	1	Unit	STEEL CABINET Color Light Gray - 3 vertical file drawer cabinet, Knock down and easy assembling construction. Master-keyed central locking system from CYBER LOCK. With anti-tilt mechanism allowing one drawer opening at one time for safety purpose. w/ smooth full extension metal ball bearing runners Load capacity: 40kgs for each drawer Product Dimension: H1320"xW460"xD620mm		
				TOTAL	

Purpose: Supplies for the various DO's activities and office and janitorial supplies for 2nd to 4th quarter of 2018

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: