



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.: 2019-02-032
Quotation No.: 2019-02-031
Date: March 21, 2019
ABC: 126,582.50

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 4-2-2019 @ 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. 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
1	50	Pad	Notepad Stick On (post it) 2" x 3"		
2	50	Pad	Notepad Stick On (post it) 3" x 4"		
3	50	Pad	Notepad Stick On (post it) 3" x 3"		
4	150	Ream	Paper Multi Copy 80gsm (210mm x 297mm) A4 Size		
5	75	Ream	Paper Multi Copy 80 gsm (216mm x 330mm) Legal size		
6	25	Pad	Paper Pad Ruled, size: 216mm x 330mm		
7	25	Piece	Record Book (300 pages)size 214mm x 278mm)		
8	40	Piece	Toilet Tissue Paper, 2ply sheets 150 pulls 12/pack		
9	100	Packet	Battery Dry Cell , AA, 2 pc pieces per blister pack		
10	20	Jar	Glue All Purpose, gross weight 200 grams min		
11	25	Box	Staple Wire, for heavy duty 23/13		
12	25	Roll	Tape Transparent, width 48mm		
13	25	Piece	Fluorescent LAMP, 18watts linear Tubular (long)		
14	100	Piece	Light Bulb, LED 11 watts pc individual box		
15	10	Piece	Stapler Standard Type, load cap, 200 staples min		
16	5	Unit	Calculator, compact 12 digits		
17	5	Piece	Ink Canon Black 810		
18	100	Piece	Sign Pen, Black, liquid gel ink, 0.5mm needle tip		
19	100	Piece	Sign Pen Blue, liquid gel ink, 0.55mm needle tip		
20	50	Piece	Ballpen (black)		
21	50	Piece	Ballpen (blue)		
22	100	Pack	Special Paper (short board)		

23	100	Pack	Special Paper (A4 Board)		
24	300	Pack	Special Paper (short) 90 gsm		
25	300	Pack	Special Paper A4 (90 gsm)		
26	150	Piece	Folder Expanding (long) color Blue, green and red		
27	50	Pack	Sticker Paper (A4)		
28	10	Bottle	EPSON 003 Original Ink Bottle - Black		
29	3	Bottle	EPSON 003 Original Ink Bottle - Cyan		
30	3	Bottle	EPSON 003 Original Ink Bottle - Magenta		
31	3	Bottle	EPSON 003 Original Ink Bottle - Yellow		
				TOTAL	
Purpose: Office Supplies of Division Office for the 1st quarter not available at DBM					

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: