



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.: 2019-05-092
Quotation No.: 2019-05-061
Date: May 22, 2019
ABC: 109,704.50

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 6/4/2019 @ 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. 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
1	100	Bottle	Alcohol Ethyl, 68% to 70% 500 ml		
2	75	Pad	Notepad Stick on (post it) 2" x 3"		
3	75	Pad	Notepad Stick on (post it) 3" x 4"		
4	75	Pad	Notepad Stick on (post it) 3" x 3"		
5	175	Ream	Paper Multi Purpose (Copy) A4 70 gsm		
6	75	Ream	Paper Multi Purpose (Copy) Legal 70 gsm		
7	25	Piece	Record Book (300 pages) size 214mm x 278mm		
8	25	Piece	Record Book (500 pages) size 214mm x 278mm		
9	20	Jar	Glue All Purpose, gross weight 200 grams min		
10	50	Box	Staple wire, for heavy duty 23/13		
11	25	Box	Clip Back fold, all metal, clamping 32mm		
12	25	Box	Clip Back fold, all metal, clamping 50mm		
13	30	Box	Fastener, metal, 70mm		
14	100	Piece	Sign pen, Black, liquid gel ink, 0.5mm needle tip		
15	100	Piece	Sign pen, Blue, liquid gel ink, 0.5mm tip		
16	38	Box	Ballpen (black)		
17	8	Box	Ballpen (blue) 12/box		
18	100	Pack	Special paper (short board)		
19	100	Pack	Special paper (A4 Board)		
20	300	Pack	Special paper (short) 90 gsm		
21	300	Pack	Special paper (A4) 90 gsm		
22	150	Piece	Folder Expanding (long) color blue, green and red		
23	50	Pack	Sticker paper (A4)		
24	4	Pad	Yellow pad		
25	55	Pack	Special Paper for certificate 200 gsm		
				TOTAL	

Purpose: Office supplies for Division Office for the 2nd Quarter 2019

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

POSTED IN PHILGEPs

Signature over Printed Name

Tin

Date/Telephone No.

Canvassed by: