



Republic of the Philippines
Department of Education
Cordillera Administrative Region
BAGUIO CENTRAL SCHOOL
F. Yandoc Street, 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: Baguio Central School
PR No.: 2019-11-001
Quotation No.: 2019-10-00
Date: November 18, 2019
ABC: PhP 87,111.00

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 November 25, 2019.


ALBERT LEE BAGUIWEN

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.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	4	Cart	Ink Cartridge, Canon, PG- 810, Black		
2	120	Ream	Bond Paper, 8,5x13,80 gsm (for teachers and Office)		
3	40	Ream	Bond Paper, A4,80 gsm		
4	30	Ream	Bond Paper, 8,5x 11, 70 gsm		
5	100	Pieces	Arc File (50 pcs red, 50 pcs blue)		
6	15	pieces	Pentel pen black, broad		
7	20	box	Tabbings, yellow, red, pink and green		
8	30	packs	Special Paper, Cream, short, 8.5 x 11		
9	3	Pieces	Bundy Ribbon		
10	40	kl/pouch	Powder soap, Detergent		
11	40	Roll/Pack	Trash Bag, Transparent		
12	10	Can	Floorwax, Red Dye		
13	10	Can	Tru Coat		
14	2	Can	Lysol Disinfectant Spray		
15	8	Bottle	Dishwashing Liquid		
16	20	Bottle	Alcohol for emergency kit per grade level and clinic use		
17	10	pc.	Mop Head, Rayon, 400 grams		
18	12	pc.	Toilet plunger		
19	10	pc.	Toilet Bowl Brush		
20	14	Gallon	Zonrox		
21	10	Gallon	Muriatic Acid		

22	12	box	Paper clip, vinyl,32 mm		
23	10	box	Paper clip, vinyl,48 mm		
24	2	pieces	Staple Remover, Plier type		
25	5	book	Record Book, 300 pages		
26	193	Pieces	Sign Pen, black, 0.5 (for teachers and office)		
27	2	card	Load , Card, Globe, 300		
					TOTAL
Purpose: For school and teachers use and learner's development					

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

Canvassed by:

Signature over Printed Name

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Date/Telephone No.