



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
 DIVISION OF BAGUIO CITY  
 Mabini District  
**APOLINARIO MABINI ELEMENTARY SCHOOL**  
 Leonard Wood Road, Baguio City



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: Apolinario Mabini E/S  
 PR No.: 2019 – 11 - 028  
 Quotation No. 2019 – 11 - 028  
 Date: November 20, 2019  
 ABC: **Php 92, 713.00**

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 11/25/19

**OSCAR B. AONNAN JR.**  
 BAC Chairman  
 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	109	reams	Bond Paper; legal Size		
2	35	reams	Bond Paper; Short		
3	25	reams	Bond Paper; A4 (		
4	200	pcs	Cartolina; Assorted Color		
5	200	pcs	Manila Paper		
6	80	pcs	Pentel Pen ;broad; black)		
7	10	pck	Special Paper; short, 10pcs/pack		
8	15	bottles	Printer, Universal Ink (black, 100ml)		
9	12	bottles	Printer, Universal Ink(cyan, magenta, yellow), 100 ml		
10	78	pcs	Pencil		
11	90	pcs	Ballpen; , black		
12	1	ream	Avia Paper (long)		
13	90	pcs	1" Scotch Tape		
14	80	pcs	1" Masking Tape		
15	80	pcs	Notebook; 40 lvs, 6" x 9"		
16	25	pcs	Glue; 130 ml		
17	75	pcs	Training Kit (cavass, bag with handle)		
18	20	pcs	Certificate Holder (short)		
19	4	pcks	Toner Photocopier; sharp 3; 500g		
20	2	bks	T.I.P Photocopy		
21	30	pcs	Soft Broom		
22	20	pcs	Stick Broom		
23	5	pairs	Latex Gloves		
24	8	bxes	Mask (disposable)		
25	80	btls	Alcohol 500ml)		
26	14	pcks	(400ml) <i>Fabric Conditioner</i>		
27	20	pcks	Tissue Paper; 2 ply; 10rolls/pack		
28	6	gls	<i>gallons) Liquid bleach</i>		
29	20	cans	Floor Wax; red dye; 900g		
				<b>Total</b>	

Purpose: For school and office supplies for November and December.

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

Canvassed by:   
**MARIZEN B. ABELLERA**  
 Teacher II

\_\_\_\_\_  
 Printed Name  
 \_\_\_\_\_  
 Tin  
 \_\_\_\_\_  
 Date/Telephone No.