



Republic of the Philippines
 Department of Education
CORDILLERA ADMINISTRATIVE REGION
 Division of Baguio City
 Baguio Central District
MANUEL A. ROXAS ELEMENTARY SCHOOL
 North Sto. Tomas Road, Sto. Rosario Valley, 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: Manuel A. Roxas Elementary School
 PR No.: 2019 – 11 – 001
 Quotation No.: 2019 – 11 – 0001
 Date: November 6, 2019
 ABC: Php60,960.00

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 _____.


BENILYN J. DOMANOG

School BAC 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	70	ream	Paper multicopy – legal		
2	6	bottle	Ink refill canon – black		
3	6	bottle	Ink refill canon – cyan		
4	6	bottle	Ink refill canon – magenta		
5	6	bottle	Ink refill canon – yellow		
6	2	bottle	Ink refill epson – black		
7	2	bottle	Ink refill epson – cyan		
8	2	bottle	Ink refill epson – magenta		
9	2	bottle	Ink refill epson – yellow		
10	33	piece	Whiteboard marker – black		
11	33	bottle	Whiteboard marker ink refill – black		
12	6	pack	Toilet tissue		
13	106	roll	Tape transparent 1”		
14	106	roll	Tape transparent 2”		
15	4	piece	Cartridge, 810, black		
16	3	pack	Folder, tagboard, legal size		
17	6	piece	Record book, 500 pages		
18	40	piece	Clearbook, legal size, 100 sheets		
19	40	ream	Bond paper, short		
20	40	piece	Ballpen, Pilot, black		
21	30	kilo	Detergent powder		
22	4	bottle	Muriatic acid		
TOTAL					
Purpose: For teacher and pupil and janitorial use					


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

Signature over Printed Name

Tin

Date/Telephone No.

Canvassed by:



RYAN B. CAPUYAN
Canvasser