



**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: **Lucban Elem. School**

PR No.: **2020-002-0007**

Quotation No.: **2020-002-0004**

Date: **September 3, 2020**

ABC: **P268,890.00**

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 e not later than **September 11, 2020**.

  
**GENAR P. TACAY**

Teacher III

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**

No.	Unit of Measure	Item and Specification	Quantity Requirement	Cost per Item	Total Cost
1	Pack	CARTOLINA, Assorted Colors, 20 pieces per pack	80		
2	pieces	CORRECTION TAPE, 6 meters(min), 1 piece in individual	10		
3	Box	ENVELOPE, Documentary, for Legal Size Document	8		
4	Box	ENVELOPE, Documentary, Expanding , Krasftboard ,legal	8		
5	Bundle	FOLDER FANCY, for Legal Size Document	10		
6	Piece	MARKER, permanent, bullet type, black	90		
7	Piece	MARKER, permanent, bullet type, red	90		
8	ream	PAPER, Multi-Purpose (COPY) A4, 70gsm	50		
9	Roll	PLASTIC COVER, Gauge 12	1		
10	Piece	RECORD BOOK, 500 pages, size: 214mm x 278mm min	100		
11	piece	Sign Pen, Black	100		
12	piece	Sign Pen Blue	100		
13	Roll	TAPE TRANSPARENT, 2" width	90		
14	Set	COMPUTER INK SET, EPSON L220 – 4 colors (black, yellow ,cyan, magenta )	3		
15	Set	Computer Ink HP Desk Jet 5810 (4 colors) (black, yellow ,cyan, magenta )	15		
16	Unit	COMPUTER PRINTER with high printing resolution of 5760 x 1400 dpi (W/ scanner, print, , copy, fax up to long bond paper	9		
17	Gallon	ALCOHOL with moist 70percent,	20		
18	Gallon	BLEACH	20		
19	Box	FACE MASKS (surgical)	20		
20	Piece	FACE SHIELDS	90		
21	Piece	USB (flash drive) 16 G	85		
22	Box	Ball Pen	37		

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

**Purpose:** For the school supplies to be used in the office and teachers including PPE's supplies.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Tin

\_\_\_\_\_  
Date/Telephone No.

Canvassed by :

**SHERLY G. DAWATEN**  
Administrative Aid III/Canvasser