



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
District 10

DOÑA AURORA H. BUENO ELEMENTARY SCHOOL
Camp 8, Baguio City



REQUEST FOR QUOTATION

Standard Form No.: SF-GOOD-60
Revised on: May 24, 2004
Standard Form Title: Request for Quotation

Supplier:	Requesting Unit: DAHBES
Address:	PR No.: 2020 -010-0011
Telephone No.:	Quotation No.: 2020 -10-017
e-Mail:	Date: October 20, 2020
Date received by the Supplier:	ABC: ₱ 63,200.00

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 October 27, 2020.


EDMUND T. OCYO

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	125	ream	Paper, Multi-Purpose, A4, 70gsm		
2	125	ream	Paper, Multi-Purpose, Legal, 70gsm		
3	34	piece	EPSON, ink refill, Black,003		
4	16	gal	Alcohol,ethyl,68%-72%, scented		
Purpose: Office and classroom supplies					

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

Signature over Printed Name

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Date/Telephone No.

Canvassed by: