



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-Off, 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:  
PR No.: 2020-10-191  
Quotation No.: 2020-08-179  
Date: October 27, 2020  
ABC: 16,410.00

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 3, 2020 @ 9am

  
**JULIET C. SANNAD**  
Chief- Curriculum Implementation Division  
Chairman, Bids and Awards Committee

### REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement

### Note:

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ 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	50	Sets	Special paper (pale cream, 8.5x11", 200gsm, 10pcs.)		
2	5	Reams	A4 Coupon bond		
3	5	Reams	Long Coupon bond		
4	6	Packs	Double A battery		
5	4	Pieces	Printer ink Epson L3110 (black, cyan, magenta, yellow)		
6	20	Pieces	Card Load 500 (Smart 15 pieces) (Globe 5 pieces)		
				<b>TOTAL</b>	

Purpose: Procurement of supplies and materials for the conduct of division leaders training of supreme pupil student government advisers and officers

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

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Signature over Printed Name

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Date/Telephone No.

Canvassed by: