



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.: 2020-10-187
 Quotation No.: 2020-08-164
 Date: October 20, 2020
 ABC: 19,200.00

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 10-28-2020.


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	60	Reams	Multicopy, A4 Size paper, multicopy, 80 gsm, size: 210mm x 297mm (A4)		
2	30	Pieces	Lever Arch file with ring binder long size (green) material: hard cardboard Size: width 28cm length 35cm height 5cm Suitable for: Legal size / 2 inches		
3	30	Pieces	Magazine file holder (green) fits legal size folders with pocket label and finger ring		
				TOTAL	

Purpose: Procurement of office supplies for national school building inventory validation SY 2019-2020

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: