



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.: 2020-10-174
 Quotation No.: 2020-08-166
 Date: October 20, 2020
 ABC: 48,110.00

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	100	Packets	Battery dry cell AA 2 pc pieces per blister pack		
2	250	Pieces	Correction tape, film base type 6m min		
3	2	Packs	Folder (kraft) legal size (100/pack)		
4	50	Pieces	Record book (300 pages) size 214mm x 278 mm		
5	30	Pieces	Record book (500 pages) size 214mm x 278mm		
6	40	Packs	Toilet tissue paper, 2 ply sheets 150 pulls 12/ pack		
7	100	Pieces	Sign pen black, liquid gel ink, 0.5mm needle tip		
8	100	Pieces	Sign pen blue, liquid gel ink, 0.5mm needle tip		
9	25	Pieces	Sign pen green, liquid gel ink, 0.5mm needle tip		
10	10	Pieces	Sign pen red, liquid gel ink, 0.5mm needle tip		
11	150	Pieces	Folder expanding (long) color blue, green and red		
12	4	Pieces	Swivel chair		
				TOTAL	

Purpose: Procurement of 4th quarter office supplies for Division Office

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: