




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.: 2020-10-201
Quotation No.: 2020-08-184
Date: October 29, 2020
ABC: 116,092.25

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 12-2-2020.


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.

POSTED IN PHILGEPS

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	20	Pieces	Certificate holder glass with wood border A4		
2	50	Pieces	Acetate legal size		
3	200	Pieces	Acetate A4		
4	11	Boxes	Clip, back fold, all metal clamping:19mm (1-mm)		
5	11	Boxes	Clip, back fold, all metal clamping:25mm (1-mm)		
6	10	Boxes	Clip, back fold, all metal clamping:32mm (1-mm)		
7	10	Boxes	Clip, back fold, all metal clamping:50mm (1-mm)		
8	500	Packs	Special paper for certificates A4 (200 gsm)		
9	50	Packs	Photo paper, A4 250 gsm (50pcs/pack)		
10	5	Packs	Photopaper, legal, 250gsm (50pcs/ pack)		
11	10	Rolls	Tape masking width 2" 48mmx50M		
12	30	Rolls	Tape transparent width 1" 48mmx50M		
13	20	Rolls	Tape transparent width 3" 48mmx50M		
14	20	Rolls	Double sided tape 1 inch		
15	250	Pieces	Steno notebook		

16	20	Pieces	Sticker paper 1cm * 1 inch		
17	1	Piece	Stereo IC recorder PX470		
18	1	Piece	Portable waistband amplifier		
19	10	Boxes	Ear tabs (different colors)		
20	10	Pieces	1-yard ring bind (1/2 inch)		
21	10	Pieces	1-yard ring bind (3/4 inch)		
22	10	Pieces	1-yard ring bind (1 inch)		
23	3	Pieces	Ring bind (2 inches)		
24	100	Pieces	Green long folder (expanded)		
25	1	Pack/Roll	Wrapping paper		
26	20	Packs	Battery dry cell AA		
27	5	Packs	Battery dry cell AAA		
28	10	Pieces	Notepad stick on 5*3		
29	15	Pieces	Notepad stick on 1*3		
30	8	Pieces	Record book (300 pages)		
31	1	Pack	Laminating film 8.5*13 (100pcs)		
32	21	Pieces	Sticky notes stylish film index (repositionable semi-transparent)		
33	100	Reams	A4 Coupon bond		
34	55	Reams	Legal size coupon bond		
35	2	Rolls	Packing tape 1.5 (rubberized) blue color		
					TOTAL
Purpose: Procurement of supplies and materials for HRD Office use					

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: