



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
DIVISION OF BAGUIO CITY
 #82 Military Cut-Off, Baguio City



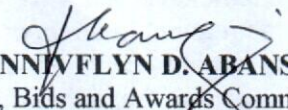
REQUEST FOR QUOTATION

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: BCNSHS - Junior
 PR No.: PR 2020- 11 -0020
 Quotation No.: 2020-11-0044
 Date: November 11, 2020
 ABC: Php60, 573.47

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 24, 2020.


GAYNNIVFLYN D. ABANSI
 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 5 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	pack	CARTOLINA, assorted colors, 20pcs/ pack		
2	40	pad	Sticky Note Pad, 2" x 3", 100 sheets		
3	40	pad	Sticky Note Pad, 3" x 3", 100 sheets		
4	40	pad	Sticky Note Pad, 4pc 1"x3"/pack, assorted color		
5	50	pc	Notebook, spiral, 50 leaves		
6	25	ream	PAPER, multicopy, 80 gsm, A4 size		
7	4	ream	PAPER, multicopy, 80 gsm, LEGAL size		
8	30	pack	Tissue Paper, 2 ply, 10 rolls / pack		
9	20	pack	BATTERY, dry cell, AA, Alkaline, 2pcs/pack		
10	15	pack	BATTERY, dry cell, AAA, Alkaline, 2 pcs/ pack		
11	10	roll	Tape, Packaging, brown, 2", 50 meters		
12	10	kl	Plastic Twine Straw, durable, 1 kg.		
13	20	pc	RULER, clear plastic, 12"		
14	15	box	Clip, backfold, all metal, clamping, 19mm		
15	15	box	Clip, backfold, all metal, clamping, 25mm		
16	15	box	Clip, backfold, all metal, clamping, 32mm		

17	15	pc	Correction tape, 5mm x 12m		
18	10	pack	File Tab Divider, for A4 size		
19	20	pack	File Tab Divider, for LEGAL size		
20	10	pc	MARKER, fluorescent, assorted colors		
21	15	bot	INK, Epson 003, BLACK		
22	10	bot	INK, Epson 003, CYAN		
23	10	bot	INK, Epson 003, MAGENTA		
24	10	bot	INK, Epson 003, YELLOW		
25	1	unit	Drum unit for brother printer, DCP- L2540DW		
26	10	can	AIR FRESHENER, aerosol , 280ml/ 150 gms min.		
27	40	bot	Cleaner, Toilet bowl and Urinal, 900-1000ml cap.		
28	10	pouch	Dishwashing Liquid, 1 liter, refill		
29	10	unit	Fire Extinguisher, Dry Chemical, 4.5 kgs.		
30	10	kl	RAGS, all cotton, 32 pcs/kg min.		
			TOTAL		

Purpose: for school office janitorial 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: