



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.: 2020-12-295
 Quotation No.: 2020-08-276
 Date: December 16, 2020
 ABC: 22,180.00

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 12-21-2020.


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	90	Reams	PAPER, Multi-Purpose (COPY) A4, 80 gsm		
2	35	Packs	A4, Board Paper, White, at least 180 gsm (10 pcs per pack)		
3	11	Boxes	STAPLE WIRE, STANDARD, (26/6)		
4	11	Boxes	STAPLE WIRE, for heavy duty staplers, (23/13)		
5	11	Rolls	TAPE, Book Binding 2"		
6	200	Pieces	CORRECTION TAPE, film base type, UL 6m min		
7	12	Packs	BATTERY, dry cell, AA, 2 pieces per blister pack		
8	11	Boxes	BALLPEN, Black (1 Dozen per box)		
				TOTAL	

Purpose: Writeshop on the preparation and evaluation of contextualized indigenized learning materials in MTB-MLE Supplies

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: