



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**Schools Division Office 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: **STO. TOMAS NATIONAL HIGH SCHOOL**  
PR No.: **2020-11-0015**  
Quotation No.: **2020-11-00045**  
Date: **December 9, 2020**  
ABC: **Php 79, 446.00**

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 **December 16, 2020**.

*Joyce M. Balusdan*  
**JOYCE M. BALUSDAN**  
Teacher I  
Chairman, JHS - 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 \_\_\_\_\_ 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
<b>OFFICE SUPPLIES</b>					
1	42	ream	paper, multi-purpose(copy) A4, 70gsm		
2	30	piece	paper, multi-purpose(copy) legal, 70gsm		
3	18	box	staple wire, standard, (26/6)		
4	90	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)		
5	67	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)		
6	320	ream	mimeographic paper, whitewove, 8.5"x 11"		
7	20	piece	EPSON, BLACK, 300ML		
8	10	piece	EPSON, CYAN, 300 ML		
9	10	piece	EPSON, magenta, 300 ML		
10	10	piece	EPSON, yellow, 300 ML		
			***nothing follows***		
				<b>TOTAL</b>	

Purpose: **for reproduction of learning modules**

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Tin

\_\_\_\_\_  
Date/Telephone No.

Canvassed by: