



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.: 2020-12-291
 Quotation No.: 2020-08-314
 Date: December 21, 2020
 ABC: 19,640.00

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 12-23-2020.

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	2	Bottles	Dishwashing liquid refill 600ml		
2	2	Bottles	Liquid soap for handwashing refill 420ml		
3	1	Box	Sign pen blue		
4	1	Box	Ballpen, red		
5	6	Pieces	Foot rug		
6	5	Packs	Tissue paper by 12's		
7	5	Reams	Bond paper 8 x 11		
8	5	Reams	Bond paper 8 x 13		
9	5	Reams	Bond paper A4		
10	20	Pieces	File box (blue)		
11	1	Pack	PVC short by 100's		
12	50	Pieces	Pre-cut morocco blue, short		
13	50	Pieces	Clear sliding folder, legal		
14	30	Pieces	Double side PVC Lever arch file with 2 ring binder, legal size, blue (see attached image)		
15	2	Pieces	Mechanical pencil		
16	2	Tubes	Mechanical pencil lead		
				TOTAL	

Purpose: Office supplies for COA 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: