



## 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:

Requesting Unit:  
PR No.: 2020-12-268  
Quotation No.: 2020-08-244  
Date: December 7, 2020  
ABC: 8,000.00

Date received by the Supplier:

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 12-14-2020.

  
**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	9	Bottles	Ink, bottle, Epson, Black (compatible with L3110)		
2	3	Bottles	Ink, bottle, Epson, Cyan (compatible with L3110)		
3	3	Bottles	Ink, bottle, Epson, Magenta (compatible with L3110)		
4	3	Bottles	Ink, bottle, Epson, Yellow (compatible with L3110)		
5	5	Dozen	Ballpen, black		
6	5	Reams	Paper A4 80 gsm (500 leaves per ream)		
7	5	Reams	Paper, Long 80 gsm (500 leaves per ream)		
8	10	Packs	Board paper (vellum) (beige or white) (at least 150 gsm)		
9	5	Pieces	Marker, permanent, bullet type, black		
10	5	Boxes	Staple wire, standard, (26/6)		
				<b>TOTAL</b>	

Purpose: Supplies and materials for the conduct of write shop on contextualization of learning materials for kinder

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

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Signature over Printed Name

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Date/Telephone No.

Canvassed by: