



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: _____

Requesting Unit: **STO. TOMAS NATIONAL HIGH SCHOOL**
PR No.: **2020-11-0016**
Quotation No.: **2020-12-00034**
Date: **December 9, 2020**

Date received by the Supplier: _____

ABC: **Php 61, 848. 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**

AUGUSTINO C. ADIWANG
Master Teacher I

Chairman, SHS - 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
OFFICE SUPPLIES					
1	30	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm		
2	18	box	STAPLE WIRE, STANDARD, (26/6)		
3	3	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape		
4	300	ream	mimeographic paper, whitewove, 8.5"x 11"		
5	17	piece	EPSON, BLACK, 300ML		
6	5	piece	EPSON, CYAN, 300 ML		
7	5	piece	EPSON, magenta, 300 ML		
8	5	piece	EPSON, yellow, 300 ML		
9	6	pack	plastic, transparent, 14 x 20		
			nothing follows		
				TOTAL	

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:

BERYL N. LUQUINGAN
Teacher III