



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.: **2020-11-0015**
Quotation No.: **2020-11-00045**
Date: **December 9, 2020**

Date received by the Supplier: _____

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.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
OFFICE SUPPLIES					
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		
				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:

Lorilyn L. Daping
LORILYN L. DAPING
Teacher I