



Republic of the Philippines
Department of Education
Cordillera Administrative Region
BROOKSPOINT ELEMENTARY SCHOOL
Brookside, 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: DEPED-Brookspoint ES
PR No.: 2021- 01- 00__
Quotation No.: 2021- 01 -001
Date: January 27, 2021

Date received by the Supplier: ABC: Php54, 335.75

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 February 4, 2021.

D. Palonan
DOMINGA M. PALONAN

School BAC Chairman, 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
1	44	ream	Paper, Multi-Purpose (COPY) A4, 70gsm		
2	36	ream	Paper, Multi-Purpose (COPY) Legal, 70gsm		
3	20	Pc	Correction tape, film base type, UL 6m min		
4	10	jar	Glue. All purpose, gross weight: 200 grams min		
5	9	box	staple wire, for heavy duty stapler (23/13)		
6	11	roll	tape, packaging, width, 48mm (1mm)		
7	20	roll	tape. Transparent. Width: 24mm (1m)		
8	14	roll	tape. Transparent. Width: 48mm (1m)		
9	1	box	Envelop, documentary, for A4 size documents		
10	1	box	Envelop, documentary, for legal size documents		
11	10	pc	Marker permanent, bullet type black		
12	10	pc	Marker permanent, bullet type blue		
13	13	box	paper clip, vinyl/plastic coat, length: 32mm min		
14	10	pc	stapler remover, plier-type		
15	13	pc	Eraser, plastic/rubber for pencil draft/writing		
16	45	pc	sign pen, black liquid. gel ink, .5mm needle tip		
17	45	pc	sign pen, blue liquid. gel ink, .5mm needle tip		
18	45	pc	sign pen, green liquid. gel ink, .5mm needle tip		
19	1	case	Map pin, round head, 100 pieces per case		
20	3	bottle	ink cart Epson 3110-black		
21	2	bottle	ink cart Epson 3110-cyan		
22	2	bottle	ink cart Epson 3110-magenta		
23	2	bottle	ink cart Epson 3110-yellow		
24	8	pack	special paper A4, 70gsm		
25	8	pack	special paper legal, 70gsm		
26	31	pc	certificate holder A4, 70gsm		
27	1	ream	special paper Assorted colors, A4, 70gsm		
28	3	pc	External Hard drive, 1TB 2.5 "HDD, USB 3.0		
29	2	pc	Mouse, optical, USB connection type		
30	4	bot	Cleaner, toilet Bowl and Urinal, 900ml - 1000ml cap		
31	8	can	Cleanser, Scouring Powder, 350g min/can		
32	10	pack	Detergent powder, all purpose, 1 kg		
33	2	can	Disinfection spray, aerosol type, 400-550 grams		
34	5	pack	Battery, dry cell AAA, 2 pieces per blister pack		
35	11	pc	Dust pan, non-rigid plastic, w/ detachable handle		
36	15	roll	trash bag, plastic transparent		
37	12	pc	Broom Stick (tambo)		
38	12	pc	Broom, Stick (Ting ting), usable length: 760mmmm min		
39	10	gallon	Alcohol 70% solution disinfectant		
40	12	bottle	Alcohol 70% solution w/ pump		
41	3	gallon	Disinfectant bleach		
42	17	pc	Spray bottle, 50ml		
43	4	gallon	Bleach		
44	13	pc	foot rug		
			TOTAL		

Purpose: for the use of teacher and faculty

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

Signature over Printed Name

I in

Date/Telephone No.

Canvassed by: