



## REQUEST FOR QUOTATION

Standard Form No.: SF-GOOD-60  
Revised on: May 24, 2004  
Standard Form Title: Request for Quotation

Supplier: Requesting Unit: Pinsao Elementary School  
Address: PR No.: 2021-04-0016  
Telephone No.: Quotation No.: 2021-04-0016  
e-Mail: Date: April 22, 2021  
Date received by the Supplier: ABC: Php. 96,229.90

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 **April 29, 2021**.

**MAY G. DASKEO**

Chairman

School Bids and Awards Committee

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	115	ream	Paper, Multi-purpose, A4, 70 gsm		
2	100	ream	Paper, Multi-purpose, A4, 80 gsm		
3	50	ream	Paper, Multi-purpose, Legal, 70 gsm		
4	10	bottle	Ink, Epson 664 Cyan		
5	11	bottle	Ink, Epson, 664, Magenta		
6	11	bottle	Ink, Epson, 664, yellow		
7	10	bottle	Ink, Epson, 664, black		
8	38	bottle	Ink, Epson, 003, black		
9	11	bottle	Ink, Epson 003, Cyan		
10	11	bottle	Ink, Epson, 003, Magenta		
11	11	bottle	Ink, Epson, 003, yellow		
12	1	unit	Multifunctional printer WiFi (print, copy, scan functions) and integrated ink tanks		
13	1	unit	Multifunctional printer (print, copy, scan functions) and integrated ink tanks		

Purpose: Procurement of Office Supplies for the Reproduction of Modules for 3<sup>rd</sup> and 4<sup>th</sup> Quarter

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: