



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Quezon Hill Elementary School
Middle Quezon Hill, 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: _____
Date received by the Supplier: _____

Requesting Unit: Quezon Hill Elem. School
PR No.: 2021-04-021
Quotation No.: 2021-04-022
Date: April 8, 2021
ABC: Php112,118.50

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 15, 2021.


TERCIMA G. VALLE

Chairman, Bids and Awards Committee

REQUIREMENTS:

- Mayor's / Business permit
- PhilGEPS registration number or certificate
- Income/Business Tax Return
- 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 120 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	55	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm		
2	3	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min		
3	20	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)		
4	50	roll	Tape, Transparent, width:24mm		
5	2	jar	glue, all purpose, 200grams min		
6	57	pc	CORRECTION TAPE, film base type, UL 6m min		
7	36	box	FASTENER, METAL, 70mm between prongs		
8	5	box	FOLDER, TAGBOARD, for legal size documents		
9	10	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min		
10	200	pc	Ballpen flexi black		
11	45	box	staple wire #35		
12	20	bottle	ink,canon,(MP237 canon printer)black,100ml		
13	20	bottle	ink,canon,(MP237 canon printer)pink,100ml		
14	20	bottle	ink,canon,(MP237 canon printer)blue,100ml		
15	20	bottle	ink,canon,(MP237 canon printer) yellow,100ml		
16	1	cartridge	ink,canon, black, for MP237canon printer		
17	30	bottle	epson ink, 003 black		
18	30	bottle	epson ink, 003 cyan		
19	30	bottle	epson ink, 003 magenta		

20	30	bottle	epson ink, 003 yellow		
21	10	bottle	epson ink, 664,black		
22	10	bottle	epson ink, 664, cyan		
23	10	bottle	epson ink, 664, magenta		
24	10	bottle	epson ink, 664, yellow		
25	50	pad	post it sticky notes 3x3 100 sheets		
26	2	pc	bundy ribbon BX100		
27	52	roll	double sided tape 1" 24mm		
28	30	pc	file box/magazine single, dark blue color		
29	15	pc	file box/magazine single, sky blue color		
30	50	pc	expanding envelope, long, color green		
31	50	pc	expanding envelope, long, color yellow		
32	50	pc	expanding envelope, long, color red		
33	50	pc	expanding envelope, long, color orange		
34	50	pc	expanding envelope, long, color blue		
35	15	pack	specialty paper , color white, A4,boardpaper,70gsm		
36	8	pack	photo paper,70gsm, A4		
37	50	pc	expanding folder, long, color green		
38	50	pc	expanding folder, long, color yellow		
39	50	pc	expanding folder, long, color red		
40	50	pc	expanding folder, long, color orange		
41	20	pc	binding coil, 1/2 "		
42	20	pc	binding coil, 1 "		
43	20	pc	binding coil, 1 1/2"		
44	1	ream	laminating film, legal		
45	3	pc	HDMI 5m		
46	1	pc	Wall Clock 12-24 inches diameter		
47	1	pc	OTG USB flash drive 32GB		
48	125	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm		
				TOTAL	

Purpose: For teachers' and office use.

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.