



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
DIVISION OF BAGUIO CITY
 District III
LOAKAN ELEMENTARY SCHOOL
 Loakan Proper, Baguio City



REQUEST FOR QUOTATION

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

Supplier: _____ Requesting Unit: **Loakan Elementary School**
 Address: _____ PR No.: 2021-06-022
 Telephone No.: _____ Quotation No.: 2021-06-022
 E-Mail: _____ Date: June 16, 2021
 Date Received by the Supplier: _____ ABC: Php 91,965.00

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 June 21, 2021.

POSTED IN PHILGEPS

IVY LEAH P. OLOWAN
 Chairman, BAC

REQUIREMENTS:

1. Mayor's / Business Permit
2. PhilGEPS Registration number or certificate
3. Income Tax
4. Omnibus Sworn Statement

Note:

- ✓ Submit RFQ together with requirements. ✓ Delivery period within 3-5 calendar days
- ✓ All entries must be type written or legibly written. ✓ Price validity shall be for a period of 30 Calendar Days.
- ✓ Indicate brand and model of item offered.

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
1	60	ream	PAPER, Multi-Purpose, 70 gsm, A4		
2	60	ream	PAPER, Multi-Purpose, 70 gsm, Legal (long)		
3	20	ream	PAPER, Multi-Purpose, 70 gsm, Letter (short)		
4	2	pack	Folder, tagboard for legal sized doc		
5	10	pack	Sticker paper (A4 size)		
6	40	box	staple wires; standard size		
7	25	pack	Special Paper/certificate paper, legal size (8.5X13"), 90 gsm - Pale Cream		
8	15	pack	Special Paper//certificate paper, letter size (8.5X11"), 90 gsm - Pale Cream		
9	10	pc	Double-sided tape, 1"		
10	50	pc	signpen, blue ink, (0.3-.5 ball point tip)		
11	50	pc	signpen, black ink, (0.3-.5 ball point tip)		
12	20	bottle	Ink for printer, Epson (black) - 003		
13	20	bottle	Ink for printer, Epson (cyan) - 003		
14	20	bottle	Ink for printer, Epson (magenta) - 003		
15	20	bottle	Ink for printer, Epson (yellow) - 003		
16	10	bottle	Ink for printer, Epson (black) - 664		
17	10	bottle	Ink for printer, Epson (cyan) - 664		
18	10	bottle	Ink for printer, Epson (magenta) - 664		
19	10	bottle	Ink for printer, Epson (yellow) - 664		
20	6	bottle	Ink for printer, HP (black) - GT51		
21	6	bottle	Ink for printer, HP (cyan) - GT51		
22	6	bottle	Ink for printer, HP (magenta) - GT51		
23	6	bottle	Ink for printer, HP (yellow) - GT51		
24	4	bottle	Ink for printer, Canon pixma (black) - 790		
25	4	bottle	Ink for printer, Canon pixma (cyan) - 790		
26	4	bottle	Ink for printer, Canon pixma (magenta) - 790		
27	4	bottle	Ink for printer, Canon pixma (yellow) - 790		

28	2	bottle	Ink for printer, Brother (black) - T310		
29	1	cart	Ink for printer, HP - 704 (black & tri color)		
30	10	pc	Tape - transparent (scotch tape) - 1 inch		
31	1	box	Envelope, mailing, white, 70 gsm		
32	35	box	Fastener, metal, 70 mm		
33	5	pack	Toner for Ineo photocopy machine		
34	5	pack	Toner for Toshiba photocopy machine		
TOTAL					
Purpose: Office supplies to be used by Loakan ES teaching and non-teaching personnel, at the office and classrooms, for school learning materials, reports, etc. for June 2021.					

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

Canvasser:

Signature over Printed Name

TIN

Date/ Telephone No.