



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.: 2021-08-028  
 Telephone No.: \_\_\_\_\_ Quotation No.: 2021-08-028  
 E-Mail: \_\_\_\_\_ Date: August 24, 2021  
 Date Received by the Supplier: \_\_\_\_\_ ABC: Php 70,808.65

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 August 29, 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	90	ream	PAPER, Multi-Purpose, 80 gsm, A4		
2	20	ream	PAPER, Multicopy, 80 gsm, Legal size		
3	125	pack	Board Paper - white, letter size (8.5"x11"), 200 gsm		
4	15	pack	Notepad, stick on, 12.7mm x 44.4 mm		
5	14	box	Notepad, stick on, 50mm x 76 mm (2"x3") min		
6	15	pc	Correction tape, 10m		
7	16	bottle	Ink for printer, Epson (black) - 664		
8	16	bottle	Ink for printer, Epson (cyan) - 664		
9	16	bottle	Ink for printer, Epson (magenta) - 664		
10	16	bottle	Ink for printer, Epson (yellow) - 664		
11	8	bottle	Ink for printer, HP (black) - GT53		
12	8	bottle	Ink for printer, HP (cyan) - GT52		
13	8	bottle	Ink for printer, HP (magenta) - GT52		
14	8	bottle	Ink for printer, HP (yellow) - GT52		
15	5	bottle	Ink for printer, Canon pixma (black) - 790		
16	5	bottle	Ink for printer, Canon pixma (cyan) - 790		
17	5	bottle	Ink for printer, Canon pixma (magenta) - 790		
18	5	bottle	Ink for printer, Canon pixma (yellow) - 790		
19	2	bottle	Ink for printer, Brother T310 (black) - BTD60BK		
20	2	cart	Ink for printer, Brother T310 (cyan) - BT5000C		
21	2	cart	Ink for printer, Brother T310 (magenta) - BT5000M		
22	2	cart	Ink for printer, Brother T310 (yellow) - BT5000Y		
23	2	tube	Compatible toner cartridge for photocopier (Ineo 164)		
24	5	pack	Toner for photocopier (powder), 1000g (Ineo 164)		
25	5	pack	Toner for photocopier (powder), 1000g (Toshiba - estudio 282)		
			<b>TOTAL</b>		

**Purpose:** Office supplies to be used at Loakan ES - Additional BELCP for the 4th Qtr of SY 2020-2021

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.