



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
Division of Baguio City  
District 7



**ELPIDIO R. QUIRINO ELEMENTARY SCHOOL**  
Purok 2, Irisan, Baguio City

### REQUEST FOR QUOTATION

Standard Form No.:SF-GOOD-60

Revised on: May 24, 2004

Standard Form Title: Request for Quotation

Supplier: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
e-Mail: \_\_\_\_\_  
Date received by the Supplier: \_\_\_\_\_

Requesting Unit: Elpidio R. Quirino Elementary School  
PR No.: 2021-09-022  
Quotation No.: 2021-09-035  
Date: September 16, 2021  
ABC: PhP. 68,910.00

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 **September 22, 2021**.

**ORDEN V. CAYSO**  
BAC Chairman

**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	70	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm		
2	9	bottle	INK CART, EPSON C13T664100 (T6641), Black		
3	9	bottle	INK CART, EPSON C13T664200 (T6642), Cyan		
4	9	bottle	INK CART, EPSON C13T664300 (T6643), Magenta		
5	9	bottle	INK CART, EPSON C13T664400 (T6644), Yellow		
6	100	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip		
7	10	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled		
8	100	pack	Special Paper, A4/ Short		
9	100	piece	BROOM, soft (tambo)		
10	90	piece	BROOM, STICK (TING-TING), usable length		
11	52	bottle	HAND SOAP, Liquid, 500ml		
12	80	roll	TRASHBAG, GPP specs, black, 940mmx1016mm		
				<b>TOTAL</b>	

Purpose: For office supply

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

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Tin

\_\_\_\_\_  
Date/Telephone No.

Canvassed by: