



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
 Schools Division of Baguio City  
 DISTRICT I  
 RIZAL ELEMENTARY SCHOOL

## REQUEST FOR QUOTATION

Company/Supplier/Store: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_  
 e-Mail: \_\_\_\_\_  
 TIN: \_\_\_\_\_

PR No.: 2021-10-060  
 Quotation No.: 2021-10-060  
 Date: October 13, 2021  
 ABC: **73,410.00**

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 **October 18, 2021.**

POSTED IN PHILGEPS

**MARIA MAGDALENA C. BALAO**  
 Chairperson, Bids and Awards Committee

|  |   |
|--|---|
| <b>REQUIREMENTS:</b><br>1. Mayor's / Business permit<br>2. PhilGEPS registration number or certificate<br>3. Omnibus Sworn Statement (for ABC above 50K)<br>4. Income/Business Tax Return (for ABC above 500K) | <b>Note:</b><br>✓ Submit RFQ together with the requirements.<br>✓ All entries must be typewritten or legibly written.<br>✓ Delivery period within 7 Calendar Days.<br>✓ Price validity shall be for a period of 30 Calendar Days. |
|--|---|

| Item No. | Qty. | Unit | Item Description  | Unit Price   | Total Price |
|----------|------|------|---|--------------|-------------|
| 1        | 30   | Tube | Duplicator Ink, RISO, CV Black UA, 800 ml               |              |             |
| 2        | 12   | Roll | Duplicator Master Copy, RISO, CV Master B4 UA, 200 Cuts |              |             |
|          |      |      | <b>**Genuine RISO Inks and Master Copy only**</b>       |              |             |
|          |      |      | <b>ALL ITEMS MUST BE DELIVERED TO THE SCHOOL</b>        |              |             |
|          |      |      |   | <b>TOTAL</b> |             |

Purpose:  
**Reproduction of 1st and 2nd Quarter Modules**

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

Canvassed by:

