



Republic of the Philippines
Department of Education

Cordillera Administrative Region
Schools Division of Baguio City
Doña Aurora Elementary School
District 4

Gen. de Jesus St., Aurora 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: Doña Aurora Elementary School
PR No.: 2021-10-027
Quotation No.: 2021-10-039
Date: October 19, 2021
ABC: P 61,900.22

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 25, 2021

VICTOR U. SOTELO JR.
BAC Chairperson

REQUIREMENTS:

POSTED IN PHILGEPS

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 Day

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	50	boxes	STAPLE wire, STANDARD TYPE, (26/6)		
2	10	rolls	Tape Transparent, width: 24mm by 100meters		
3	8	pack	FOLDER, TAGBOARD, for legal size documents		
4	5	roll	Double Sided Tape (1" by 10 meters)		
5	11	pack	Toilet paper, 2-ply, 100% recycled		
6	6	box	Ball pen, black, .5 ballpoint, smooth,(50 pcs per box)		
7	45	pcs	Clear Book Legal		
8	21	reams	Laminating Film		
9	45	reams	SPECIAL PAPER (Worx), 200 gsm, A4		
10	3	pcs	Calculator Compact 12 digit		
11	7	pcs	Ring Light, 10" diameter 9 usb plug and play		
12	45	pcs	USB, 32 GB, 3.0 FLASH		
				TOTAL	₱

Purpose: PURCHASE OF OFFICE SUPPLIES

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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Doña Aurora Elementary School
Gen. de Jesus St., Aurora Hill, Baguio City
donaauroraelementaryschool@gmail.com
Tel. no. 620-3257