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.: 2021-10-024
Quotation No.: 2021-10-042
Date: November 4, 2021
ABC: PhP. 56,141.10

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 November 10, 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

POSTED IN PHILGEPS

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.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	355	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm		
2	40	pack	STAPLE WIRE, STANDARD, (26/6)		
3	2	pack	STAPLER, STANDARD TYPE, load cap: 200 staples min		
			----- Nothing follows ----		
				TOTAL	
Purpose: Procurement of supplies for the 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

_____
Date/Telephone No.

Canvassed by: