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.: 2021-11-030
Quotation No.: 2021-11-042
Date: November 29, 2021
ABC: ₱ 60,205.00

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 *December 3, 2021*

POSTED IN PHILGEPS

VICTOR U. SOTELO JR.
BAC Chairperson

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 Day

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	153	reams	Paper(Multi-Purpose(copy) A4, 70 gsm		
2	46	bottles	INK Cart, EPSON C13T664100 (T6641), Black		
3	26	bottles	INK Cart, EPSON C13T664200 (T6642), Cyan		
4	26	bottles	INK Cart, EPSON C13T664300 (T6643), Magenda		
5	26	bottles	INK Cart, EPSON C13T664100 (T6644), Yellow		
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

_____
Tin

_____
Date/Telephone No