



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
 #82 Military Cut-Off, Baguio City



### REQUEST FOR QUOTATION

Standard Form No.: SF-GOOD-60  
 Revised on: May 24, 2004  
 Standard Form Title: Request for Quotation

Supplier:	Requesting Unit: Rizal National High School
Address:	PR No: 2021- 12-002
Telephone No.:	Quotation No.: 2021-12-02
e-Mail:	Date: December 8, 2021
Date received by the Supplier:	ABC: Php 163,480.00

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 17, 2021**

**NOEMIA MAGCANTA**  
 School BAC Chairman, Bids and Awards Committee

**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.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1.	985	reams	Multipurpose Bond Paper (A4, 70gsm)		
2.	50	boxes	Staple Wire #35 (26/6)		
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Purpose: For the reproduction of self-paced learning materials for Grade 7-12.

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: