



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.: 2022-01-03
 Quotation No.: 2022-01-03
 Date: January 31, 2022
 ABC: P 87,745.00

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 February 7, 2022

VICTOR U. SOTELO JR.
 BAC Chairperson

POSTED IN PHILGEPS

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	50	reams	PAPER, Multi-Purpose (COPY) Legal, 70 gsm		
2	3	pcs.	TAPE DISPENSER, TABLE TOP, for 24mm width tape		
3	10	pcs.	Double Sided Tape (1" by 10 meters)		
4	80	pcs.	CLEAR BOOK, Legal		
5	10	pcs.	CORRECTION TAPE, film base type, UL 6m min		
6	1	pcs.	STAMP PAD INK, purple or violet, 50ml (min.)		
7	1	pcs.	STAMP PAD, FELT, bed dimension: 60mm x 100mm min		
8	50	pcs.	DATA FILE BOX, made of chipboard, with closed ends, 15.5x4.5x9.5"		
9	1	pack	ENVELOPE, mailing, 9"x4", white, 70gsm, 100 pcs/box		
10	10	pcs.	MARKER, whiteboard, black, felt tip, bullet type		
11	10	pcs.	INDEX TAB, self-adhesive, transparent		
12	20	ream	Laminating Film, 125 mic		
13	160	ream	SPECIAL PAPER (Worx), 200gsm,A4		





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14	3	pcs.	STAMP (release, receive, certified true copy of the original)		
15	1	ream	Sticker Paper Mate (100 pcs)		
16	1	pcs.	CUTTER BLADE, for heavy duty cutter		
17	1	pcs.	Steel Ruler (1 feet)		
18	6	pcs.	RECORD BOOK (300 leaves)		
19	2	pcs.	Double-sided foam (1")		
20	10	pcs.	Puncher, heavy duty , 45 sheet capacity		
21	50	box	Staple wire, 26/6, #35		
22	45	box	Pentelpen refillable		
23	45	pcs.	pentelpen ink		
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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Date/Telephone No

