



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
DISTRICT 10
BAKAKENG ELEMENTARY SCHOOL
 Purok 8, Bakakeng Norte, Baguio City

REQUEST FOR QUOTATION

POSTED IN PHILGEPS

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

Supplier: _____
 Address: _____
 Contact No.: _____
 email address: _____
 Date received: _____

Requesting Unit: **Bakakeng E/S**
 PR No.: 2022-02-02
 Quotation No.: 2022-02-02
 Date: February 14, 2022
 ABC: P75,480.17

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 March 4, 2022.

REAGAN A. DECORAN
 School Chairman, Bids and Awards Committee

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Income/Business Tax Return

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	4	bottle	HAND SANITIZER, 500 ml		
2	2	gallon	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters		
3	30	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min		
4	100	reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm		
5	31	pack	TISSUE, interfolded paper towel		
6	2	pack	BATTERY, dry cell, AA, 2 pieces per blister pack		
7	2	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack		
8	10	jar	GLUE, all purpose, gross weight: 200 grams min		
9	10	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)		
10	30	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams		
11	10	pack	TRASHBAG, GPP specs, black, 940mmx1010mm		
12	30	piece	CORRECTION TAPE, film base type, UL 6m min		
13	10	box	FASTENER, METAL, 70mm between prongs		
14	1	bundle	FOLDER, FANCY, for legal size documents		
15	2	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)		
16	30	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB		
17	1	piece	CUTTER KNIFE, for general purpose		
18	1	piece	PENCIL SHARPENER, manual, single cutter head		
19	1	pair	SCISSORS, symmetrical, blade length: 65mm min		
20	30	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip		
21	30	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip		
22	30	piece	CLEARBOOK, 20 transparent pockets, for LEGAL size		
23	30	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min		
24	1	pack	FOLDER, TAGBOARD, for A4 size documents		
25	31	piece	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves		
26	1	pack	FOLDER, TAGBOARD, for legal size documents		
27	10	reams	PAPER, Multi-Purpose (COPY) Legal, 70 gsm		
28	30	pad	PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)		
29	5	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min		
30	1	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min		
31	10	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min		
32	30	piece	ERASER, PLASTIC/RUBBER, for pencil draft/writing		
33	1	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc		
34	50	box	STAPLE WIRE, STANDARD, (26/6)		
35	38	bottle	Ink, Epson, Black		





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36	10	bottle	Ink, Epson, Cyan		
37	10	bottle	Ink, Epson, Magenta		
38	10	bottle	Ink, Epson, Yellow		
39	30	piece	Ballpen, 0.5mm, Black		
40	30	piece	Ballpen, 0.5mm, Blue		
41	30	piece	Ballpen, 0.5mm, Green		
42	25	piece	Document Keeper, Cardboard, close both ends, with cover		
43	5	bottle	Hand Soap, Liquid, 500ml		
44	101	piece	KN95 Face Mask		
			Total		

Purpose: For office supplies for regular operations

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Canvassed by:

Canvasser

