



Republic of the Philippines
Cordillera Administrative Region
Schools Division of Baguio City
#84 Military Cut-Off, Baguio City



REQUEST FOR QUOTATION

JUNE 2022

Supplier:

Address:

Telephone:

e-Mail:

Date received by the supplier:

Requesting Unit: **San Luis E/S**

PR. No.: **2022-6-011**

Quotation No.: **2022-06-011**

Date: **06-17-2022**

ABC: 65,000.00

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 sealed envelope duly signed by your representative not later than **06/20/22**.

Leticia O. Garcia
LETICIA O. GARCIA

School BAC Chairman, Bids and Awards Committee

RA+18:28 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 type written or legibly written
- ✓ Indicate brand or model of item offered.
- ✓ Delivery period with in _____ Calendar Days
- ✓ Price validity shall be for a period of 30 Calendar Days

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	70		Multi-purpose paper letter (70 gsm)		
2	70		Multi-purpose paper A4 (70 gsm)		
3	40		Printer ink (L3110) Magenta		
4	40		Printer ink (L3110) Yellow		
5	40		Printer Ink (L3110) Cyan		
6	41		Printer ink (L3110) Black		
7	20		Staple wire (# 35, full strip staples 5000)		
			*****Nothing Follows*****		

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: _____