



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SAN VICENTE ELEMENTARY SCHOOL**  
Brgy San Vicente, Baguio City

*for posting*

### 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:  
PR No.: 2022-09-0013  
Quotation No.: 2022-09-001  
Date: 9/16/2022  
ABC: 77,150.00

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 **SEPTEMBER 22, 2022**.

**MARITES G. CHATOY**  
BAC Chairman

#### 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.

**POSTED IN PHILGEPS**

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	180	REAMS	Multi Purpose Copy Paper legal 70 GSM		
2	2	TUBES	Riso Master CV/B4 UA		
3	15	Pcs	Epson ink 003 (black) original		
4	10	Pcs	Epson ink 003 Cyan original		
5	10	pcs	Epson ink 003 Magenta original		
6	10	Pcs	Epson ink 003 Yellow original		
7	20	Pcs	Epson ink T664 black original		
8	10	pcs	Epson ink T664 cyan original		
9	10	Pcs	Epson ink T664 Magenta original		
10	10	Pcs	Epson ink T664 yellow original		

Purpose: for the use of teachers for the conduct of face to face classes FOR SY 2022-23.

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: \_\_\_\_\_