



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**Quezon Hill Elementary School**  
 Middle Quezon 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: \_\_\_\_\_

Requesting Unit: Quezon Hill Elem. School  
 PR No.: 2023-01-001  
 Quotation No.: 2023-01-001  
 Date: January 19, 2023  
 ABC: Php113,000.00

Date received by the Supplier:

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 January 24, 2023.

**DELIA P. ALLIBANG**

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 120 Calendar Days.

POSTED IN PHILGEPS

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	50	pc	Correction Tape, 8m		
2	1	box	Envelope,documentary,A4, 500pcs per box		
3	1	box	Envelope,documentary,legal,5 00pcs per box		
4	8	pack	cartolina,assorted colors,20pcs of assorted colors per pack		
5	4	pc	record book,300pages		
6	5	pc	record book, 500pages		
7	5	bottle	Epson ink, T664,black		
8	5	bottle	Epson ink, T664,cyan		
9	5	bottle	Epson ink, T664,magenta		
10	5	bottle	Epson ink, T664,yellow		
11	8	ream	laminating film(long)		
12	8	ream	laminating film(A4)		
13	5	box	pushpin		
14	60	pc	folder,expanded,pink		
15	30	bottle	epson ink,003,black		
16	3	ream	colored paper/construction paper.assorted.short		
17	60	pc	folder,expanded,orange		
18	5	ream	specialty paper,A4		
19	55	bottle	permanent marker ink refill,black		
20	60	pc	folder,expandable,red		
21	50	pc	folder,expanded,violet		
22	50	pc	folder,expanded,blue		

23	60	pc	folder,expanded,green		
24	60	pc	folder,expanded,yellow		
25	5	bottle	ink refill for whiteboard marker,black		
26	7	bottle	glue, 240g		
27	1	pc	puncher		

Purpose: Supplies of teachers and office.

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:

\_\_\_\_\_