



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 Schools Division of Baguio City
 DISTRICT I
 RIZAL ELEMENTARY SCHOOL

REQUEST FOR QUOTATION

Company/Supplier/Store: _____
 Address: _____
 Telephone No.: _____
 e-Mail: _____
 TIN: _____

PR No.: 2023-09-031
 Quotation No.: 2022-09-031
 Date: September 11, 2023
 ABC: **57,334.00**

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 18, 2023 @ 9am.**

POSTED IN PHILGEPS

MARIA MAGDALENA C. BALAO
 Chairperson, Bids and Awards Committee

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement (for ABC above 50K)
4. Income/Business Tax Return (for ABC above 500K)

Note:

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Delivery period within **14** Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	75	ream	Bond Paper, Long, 70 gsm		
2	45	ream	Bond Paper, a4, 70 gsm		
3	10	roll	Garbage Bag, Large, 10 pcs/roll		
4	4	roll	Garbage Bag, XXL, 10 pcs/roll		
5	70	pc	LED Bulb, 15 watts, cool daylight		
6	5	pack	Tissue Roll, 12 rolls per pack		
7	150	pack	Special Paper, White, short, 10pcs/pack, 120 gsm		
8	1670	pc	L-type plastic Folder, clear, A4 size		
9	16	box	Staple Wire, 26/6, 1000 staples per box		
10	3	pc	Plastic Comb Binding rings, 8mm		
11	2	pc	Extension Wheel, 4 gang, at least 10 meters cord		
12	3	roll	Plastic Twine		
13	10	pc	Certificate Holder, Glass Frame, Short size		
				TOTAL	
Purpose: OFFICE SUPPLIES FOR THE MONTH OF SEPTEMBER 2023					

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

Canvassed by:



Address: #1 Gibraltar Road, Baguio City
Telephone No.: (074) 246-1284
E-mail Address: rizalbaguio1937@gmail.com/136404@deped.gov.ph
Facebook Page: DepEdTayo Rizal Elementary School