



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
 SCHOOLS DIVISION OF BAGUIO CITY  
 DISTRICT II  
**FORT DEL PILAR ELEMENTARY SCHOOL**  
 PMA Compound, Kias, 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.: \_\_\_\_\_

eMail: \_\_\_\_\_

Date received by the Supplier: \_\_\_\_\_


PR No.: 2023-09-001

Quotation No.: 2023-09-001Q

Date: Sept. 11, 2023

ABC: ₱70,088.73

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 Sept. 15, 2023 @ 9:00 am

  
**RUDELYN D. WAGUIS**  
 BAC Chairman

**REQUIREMENTS:**

1. Mayor's / Business Permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement

**Note:**

- Submit RFQ together with the requirements
- All entries must be typewritten or legibly written
- 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	41	ream	bond paper, A4, 70gsm		
2	42	ream	bond paper, long, 70gsm		
3	34	bottle	epson ink 003, black		
4	41	bottle	epson ink 003, magenta		
5	41	bottle	epson ink 003, cyan		
6	41	bottle	epson ink 003, yellow		
7	5	bottle	brother ink D60, black		
8	180	piece	manila paper		
9	7	pack	special paper, long, 180gsm, white, 100's		
10	50	roll	tape, transparent, 24mm		
11	50	roll	tape, transparent, 48mm		
12	50	roll	tape, masking, 24mm		
13	4	box	laminating film, legal		
14	1	box	paper clip, vinyl/plastic coated, 33mm		
15	12	piece	sign pen, extra fine tip, black and blue		
16	50	piece	correction tape		
17	12	piece	whiteboard marker, black		
<b>TOTAL</b>					
<b>Purpose:</b> various office supplies for school use					

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

Canvassed by:

Printed Name Over Signature

Signature over Printed Name

TIN

Date / Telephone No.



**FORT DEL PILAR ELEMENTARY SCHOOL**  
 Fort del Pilar, Baguio City  
 Telephone No.: 074-442-3771  
 Email Address: fortdepilarelemschool@gmail.com