



### 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: 2024-02-055B  
 Quotation No.: 2024-02-154  
 Date: February 9, 2024  
 ABC: **PHP 106,705.38**

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 February 14, 2024 2:00pm

*LEONOR B. LUMA-ANG*  
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 BAC Chairperson

**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
			Semi-Expendable Property		
1	3	Unit	SMART/LED TV (43 inches)		
			Office Supplies		
2	40	piece	DATA FILE BOX		
3	2	box	ENVELOPE, Expanding, Kraft		
4	9	box	FASTENER		
5	20	piece	MARKER, Permanent, Black		
6	15	piece	MARKER, Permanent, Blue		
7	15	piece	MARKER, Permanent, Red		
8	15	piece	MARKER, Whiteboard, Black		
9	15	piece	MARKER, Whiteboard, Blue		
10	15	piece	MARKER, Whiteboard, Red		
11	40	box	PAPER CLIP, vinly/plastic coated, 33mm		
12	15	box	PENCIL, lead/graphite, with eraser		
13	10	piece	STAMP PAD, felt		
14	8	pair	SCISSORS, symmetrical/asymmetrical		
15	5	piece	STAPLE REMOVER, plier-type		
16	15	pad	NOTEPAD, stick-on, 50mm x 76mm		
17	15	pad	NOTEPAD, stick-on, 76mm x 100mm		
18	50	ream	PAPER, MULTICOPY A4		
19	20	ream	PAPER, MULTICOPY LEGAL		
20	14	bottle	INK, EPSON, 003, black		
21	10	bottle	INK, EPSON, 003, Cyan		
22	10	bottle	INK, EPSON, 003, Magenta		
23	10	bottle	INK, EPSON, 003, Yellow		
24	60	piece	Ball point pen (black)		

25	60	piece	Ball point pen (blue)		
26	20	piece	Double Sided Tape 1/2 x 10 m		
27	20	piece	Double Sided Tape 1 x 10 m		
28	20	piece	Double Sided Foam Tape 1/2 x 10 m		
29	20	piece	Double Sided Foam Tape 1 x 10 m		
			Other Supplies and Materials		
30	6	gallon	ALCOHOL, Ethyl, 1 Gallon		
31	4	can	INSECTICIDE		
32	40	piece	Deodorant Cake		
33	20	pack/roll	Trashbag, Medium Size		
<b>Total</b>					
Purpose:	Procurement of Semi-Expendable Property, Office Supplies and Other Supplies and Materials				

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: