



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
REQUEST FOR QUOTATION

Standard Form No.:SF-GOOD-60
 Revised on: May 24, 2004
 Standard Form Title: Request for Quotation

Supplier:	Requesting Unit: OSDS/N. Ebanio
Address:	PR No.: 2024-02-036
Telephone No.:	Quotation No.: 2024-02-042
e-Mail:	Date: February 21, 2024
Delivery Period:	ABC: 52,730.00
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 March 1, 2024 @ 9am

Failure to submit this on or before the due date aforstated will be a ground for disqualification.

CARMEL F. MERIS
 OIC-Assistant Schools Division Superintendent
 Chairman, Bids and Awards Committee

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement if above 50,000.00
4. Income/Business Tax Return 500,000.00 and above

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.

POSTED IN PHILGEPS

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	200	Pieces	Single Data File Box, Blue		
2	2	Boxes	Expanding Envelope, garterized, one color only: royal blue or brown, legal size; atleast 100 pcs per box		
3	150	Packs	Sticker Paper; Matte; 8.5" x 13" size; 10 pcs/pack		
4	20	Packs	Specialty Paper; White; 8.5" x 13" size; 10 pcs/pack; 200 gsm		
5	10	Bottles	Self-inking Stamp Ink, authentic, blue (atleast 28ml)		
6	10	Pieces	Double-sided tape, 1/2" (without foam)		





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6	10	Pieces	Double-sided tape, 1/2" (without foam)		
7	1	Boxes	Envelope, mailing, white, 105mm x 241mm (500 pcs/box)		
8	2	Packs	Folder with tab, long (100 pcs/pack)		
9	10	Reams	A4 Bond Paper, multi-purpose		
10	1	Boxes	Brown Envelope, Documentary, A4 (500 pcs)		
11	2	Bottles	INK, Genuine EPSON 003, Black		
12	6	Bottles	INK, Genuine EPSON 003, Colored (Y,M,C)		
13	2	Bottles	INK, Genuine EPSON 664, Black		
14	6	Bottles	INK, Genuine EPSON 664, Colored (Y,M,C)		
15	5	Pieces	LED incandescent bulb. 15 watts		
16	4	Pieces	LED fluorescent bulb, tube, 15 watts		
17	50	Pieces	Empty clean sack, good for 50 kgs, one color only		
				TOTAL	

Purpose: Procurement of supplies and materials for regular transactions (filling and labeling of 201 files and other documents) for the records unit

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

Signature over Printed Name

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Date/Telephone No.

Canvassed by:

