



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
 Division of Baguio City
 District X

PACDAY QUINIO ELEMENTARY SCHOOL
 Km. 4, Asin Road, Baguio City



REQUEST FOR QUOTATION

Standard Form: SF-GOOF-60

Revised on: May 24, 2004

Standard Form Title: Request for Quotation

Supplier:

Address:

Telephone: No.:

Email:

Date Received by the Supplier:

Requesting Unit: Pacday Quinio ES

PR No.: 2024-02-002

Quotation No.: 2024-02-002

Date: February 2, 2024

ABC: 66,433.60

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 9, 2024 @ 9am

ARTHUR U. MANGILI

Chairperson, Bids and Awards Committee

REQUIREMENTS:

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

Note:

- ✓ Submit RFQ together with requirements.
- ✓ All entries must be type written 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 |
|----------|------|--------|--|------------|-------------|
| 1 | 1 | Bottle | EPSON Ink 664, black | | |
| 2 | 1 | Bottle | EPSON Ink 664, yellow | | |
| 3 | 1 | Bottle | EPSON Ink 664, cyan | | |
| 4 | 1 | Bottle | EPSON Ink 664, magenta | | |
| 5 | 30 | Bottle | EPSON 003, black | | |
| 6 | 30 | Bottle | EPSON 003, yellow | | |
| 7 | 30 | Bottle | EPSON 003, cyan | | |
| 8 | 30 | Bottle | EPSON 003, magenta | | |
| 9 | 3 | Bottle | HP GT 53, black | | |
| 10 | 3 | Bottle | HP GT 52, yellow | | |
| 11 | 3 | Bottle | HP GT 52, cyan | | |
| 12 | 3 | Bottle | HP GT 52, magenta | | |
| 13 | 3 | Box | Fastener | | |
| 14 | 2 | Jar | Glue, all-purpose | | |
| 15 | 35 | Roll | TAPE, MASKING, WIDTH: 24mm (±1mm) | | |
| 16 | 35 | Roll | TAPE, MASKING, WIDTH: 48mm (±1mm) | | |
| 17 | 35 | Roll | TAPE, PACKAGING, WIDTH: 48mm (±1mm) | | |
| 18 | 35 | Roll | TAPE, TRANSPARENT, WIDTH: 24 (±1mm) | | |
| 19 | 35 | Roll | TAPE, TRANSPARENT, WIDTH: 48mm (±1mm) | | |
| 20 | 10 | Piece | Clearbook, 20 transparent pockets, legal | | |

| | | | | | |
|----------|----|--------|---|-------|--|
| 21 | 35 | Piece | Marker, permanent, black | | |
| 22 | 2 | Box | Envelope, documentary, A4 | | |
| 23 | 2 | Box | Envelope, expanding kraft, legal | | |
| 24 | 2 | Pack | Folder with tab, legal | | |
| 25 | 2 | Pack | Folder with tab, A4 | | |
| 26 | 5 | Pack | Cartolina | | |
| 27 | 5 | Can | Insecticide, aerosol type | | |
| 28 | 10 | Can | Disinfectant spray | | |
| 29 | 10 | pouch | Detergent powder, all purpose, 1kg | | |
| 30 | 10 | bottle | Cleaner, toilet bowl and urinal | | |
| 31 | 10 | gallon | Disinfectant | | |
| 32 | 10 | bottle | Dishwashing liquid | | |
| 33 | 20 | roll | Trash bag, black, XL | | |
| 34 | 10 | pack | AAA Battery | | |
| 35 | 10 | pack | AA Battery | | |
| 36 | | | | Total | |
| Purpose: | | | Purpose: procurement of 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 No.

Date/Telephone No.