



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
 SCHOOLS DIVISION OF BAGUIO CITY  
 DISTRICT II  
**FORT DEL PILAR ELEMENTARY SCHOOL**  
 Fort del Pilar, 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.: 2024-02-006

Quotation No.: 2024-02-006Q

Date: Feb. 29, 2024

ABC: ₱98,542.02

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 4, 2024; 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 7 Working Days.
- Price validity shall be for a period of 30 Calendar Days

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
1	94	reams	bond paper, A4		
2	135	reams	bond paper, long		
3	55	bottles	epson ink 003 black		
4	10	bottles	epson ink 003 cyan		
5	10	bottles	epson ink 003 magenta		
6	10	bottles	epson ink 003 yellow		
7	4	bottles	INK CARTRIDGE, EPSON C13T664100 (T6641), Black		
8	2	bottles	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan		
9	2	bottles	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta		
10	2	bottles	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow		
11	2	bottles	brother ink D60 black		
12	1	bottles	brother ink 5000 cyan		
13	1	bottles	brother ink 5000 magenta		
14	1	bottles	brother ink 5000 yellow		
15	52	rolls	transparent tape, 2"		
16	52	rolls	transparent tape, 1"		
17	50	rolls	masking tape, 1"		
18	10	reams	laminating film, long, 100's, 125MIC		
19	1	piece	flash drive, 32gb		
20	1	piece	metal file tray, 4-layer		
21	12	piece	permanent marker, black		
22	12	piece	permanent marker, blue		
23	12	piece	whiteboard marker, black		
24	12	books	whiteboard marker, blue		
25	12	pieces	SIGN PEN, Extra Fine Tip, Black		
26	12	pieces	SIGN PEN, Extra Fine Tip, Red		

27	15	bottles	cleaner, toilet bowl and urinal		
28	12	pieces	detergent bar, 140g as packed		
29	2	bundles	rags, all cotton, 1 kilo per bundle		
30	50	packs	trashbag, black, XXL, 10 pieces per roll or pack		
31	10	pieces	LED light bulb, 7 watts		
32	10	pieces	LED linear tube, 18 watts		
33	3	cans	insecticide, 600ml		
<b>TOTAL</b>					
<b>Purpose:</b> for school and janitorial 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**

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