



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**RIZAL NATIONAL HIGH SCHOOL**  
 Pacdal, Baguio City

**REQUEST FOR QUOTATION**

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

Supplier: Requesting Unit: **Rizal National High School**  
 Address: PR No: 2024-06-006  
 Telephone No.: Quotation No: 2024-06-006  
 E-Mail: Date: March 5, 2024  
 Date received by the Supplier: ABC: **Php 66,200.00**

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 8, 2024 @ 9:00am.**

**ANDREA L. BALANG**  
 School BAC Chairman, Bids and Awards Committee

**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 typewriter 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	unit	<b>PHOTOCOPIER</b> Desktop System (scanner integrated) Electrophotographic Laser 250 sheets standard paper capacity, 64-157 gsm Output capacity 250 sheets Paper format max 298 x 432 mm Interface USB 2.0 Driver: Windows XP/XP64/Vista/Vista 64, Windows 7 32/64+4, Windows Server A3-A5 printable paper sizes Service Center in Baguio City Lifetime free maintenance		
2	2	pack	<b>PHOTOCOPIER TONER</b>		
3	1	unit	<b>PRINTER</b> <b>Print, Scan, Copy, Fax with ADF</b> Compact integrated tank design High yield ink bottles Spill-free, error-free refilling Wi-Fi, Wi-Fi Direct Connect Seamless setup via Smart Panel Borderless printing up to 4R Heat-Free Technology		
<b>*** NOTHING FOLLOWS***</b>				<b>TOTAL</b>	

Purpose: Procurement of photocopier, printer & toner for school use.

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

Canvassed by:

Date/Telephone No.



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