



**Republic of the Philippines**  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY  
DISTRICT 6  
JOSEFA CARIÑO ELEMENTARY SCHOOL

**REQUEST FOR QUOTATION**

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

Supplier: \_\_\_\_\_ Requesting Unit: **JOSEFA CARIÑO ES**  
Address: \_\_\_\_\_ PR No.: 2024-05-002  
Telephone No.: \_\_\_\_\_ Quotation No.: 2024-05-001  
e-Mail: \_\_\_\_\_ Date: May 7, 2024  
Date received by the Supplier: \_\_\_\_\_ ABC: **Php 69,977.62**

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 \_\_\_\_\_.

*Rosario R. Cawilan*  
**ROSARIO R. CAWILAN**  
Chairperson, Bids and Awards Committee

<b>REQUIREMENTS:</b>	<b>Note:</b>
1. Mayor's / Business permit	✓ Submit RFQ together with the requirements.
2. PhilGEPS registration number or certificate	✓ All entries must be typewritten or legibly written.
3. Omnibus Sworn Statement (for ABC above 50K)	✓ Indicate brand and model of item offered.
4. Income/Business Tax Return (for ABC above 500K)	✓ Delivery period within <u>7</u> Calendar Days.
	✓ Price validity shall be for a period of <u>30</u> Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	12	piece	SIGN PEN, Fine Tip, Blue		
2	7	pack	BATTERY, dry cell, size AA		
3	10	roll	TAPE, electrical		
4	200	piece	MARKER, Permanent, Black, Broad		
5	35	bottle	Ink, Epson 003 black, 65 ml		
6	15	bottle	Ink, Epson 664 black, 70 ml		
7	2	bottle	Ink, Brother BTD60 black		
8	1	bottle	Ink, HP GT51, black		
9	1	cartridge	Ink, HP678, black		
10	1	cartridge	Ink, Canon 810, black		
11	1	bottle	Ink, Canon 790, black, 135 ml		
12	37	bottle	Refill Ink for Permanent Markers, Black, 30mL		
13	20	piece	LED LINEAR TUBE, 18 watts, double-ended		
14	3	piece	PHILIPPINE NATIONAL FLAG		
15	1	box	ENVELOPE, Expanding, Kraft, Long		
16	1	box	FOLDER, pressboard, legal, blue		



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17	97	ream	PAPER, MULTIPURPOSE LEGAL, 8.5"x13", 70GSM		
18	23	pack	Specialty Paper, Long, 180GSM, White, 10pcs per pack		
19	50	pack	Specialty Paper, Short, 180GSM, White, 10pcs per pack		
20	40	piece	BROOM (Walis Tambo)		
21	50	can	INSECTICIDE, 300mL		
<b>~NOTHING FOLLOWS~</b>					
<b>TOTAL</b>					

**Purpose:** Procurement of office supplies and other supplies and materials for the months of May and June 2024.

**Additional Notes:**

1. Supplier shall deliver the item to the school within the delivery period.
2. Supplier can attach picture or indicate brand of the offered item.
3. Bidders may submit their quotations through email: [josefacarinoelemschool@gmail.com](mailto:josefacarinoelemschool@gmail.com)

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:

\_\_\_\_\_  
Canvasser