



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
DISTRICT 5
DONTOGAN ELEMENTARY SCHOOL

REQUEST FOR QUOTATION

Supplier: _____ Requesting Unit: Dontogan Elementary School
 Address: _____ PR No.: 2024-07-0017
 Telephone No.: _____ Quotation No.: 2024-07-0017
 e-Mail: _____ Date: July 18, 2024
 TIN: _____ ABC: Php 60,510.00

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 July 26, 2024 @ 9am.

POSTED IN PHILGEPS

LEEANN C. NEAD
 Chairperson, Bids and Awards Committee

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement (for ABC above 50K)
4. Income/Business Tax Return (for ABC above 500K)

Note:

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Indicate brand and model of item offered.
- ✓ Delivery period within 7 Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	34	ream	PAPER, MULTI-PURPOSE (COPY), LEGAL, 70gsm, 500 sheets per ream		
2	22	ream	PAPER, MULTI-PURPOSE (COPY), A4, 70gsm, 500 sheets per ream		
3	30	box	STAPLE WIRE, standard (26/6), 5,000 wires per box		
4	10	bottle	INK REFILL, EPSON 003, 65 ml per bottle, Black		
5	5	cartridge	TONER (INK) CARTRIDGE, FujiXerox DocuCentre S2110, Black		
6	2	unit	Printer, all in one printer that can print, copy, scan; print resolution of 5760 x 1440dpi; print speed of 33ppm for black & white and 15ppm for colour; with hi-speed USB 2.0 interface		
7	1	unit	Binding machine, comb/ring type, for A4 size paper		
** NOTHING FOLLOWS **					

Purpose: Procurement of office supplies and semi-expendable items for the implementation of the National Learning Camp (NLC)

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

Tel. No. / Date

Canvassed by: _____

