



Department of Education  
Cordillera Administrative Region  
**BAGUIO CITY NATIONAL SCIENCE HIGH SCHOOL**  
Purok 12, Irisan, 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.: \_\_\_\_\_  
e-Mail: \_\_\_\_\_  
Date received by the Supplier: \_\_\_\_\_

Requesting Unit: JHS Department  
PR No.: J2024-10-024  
Quotation No.: RFQ 2024-10-024  
Date: October 14, 2024  
ABC: Php 61, 047.48

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 **October 21, 2024 @ 9am**

POSTED IN PHILGEPS

*Aurea D. Daweng*  
AUREA D. DAWENG

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

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Indicate brand and model of item offered.
- ✓ Delivery period within 5 Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

**Note:**

Item	Qty.	Unit	Item Description	Unit Price	Total Price
1	30	piece	SIGN PEN, Black, liquid or gel		
2	25	piece	SIGN PEN, Blue, liquid or gel		
3	12	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack		
4	29	rolls	TAPE, masking, 24mm		
5	10	rolls	TAPE, masking, 48 mm		
6	50	box	PAPER CLIP, vinly/plastic coated, 33mm		
7	2	pack	Construction paper, legal, assorted colors		
8	10	bottles	GLUE, ALL PURPOSE, small		
9	3	pc	Universal remote for TCL, Samsung and Skyworth		
10	3	bottles	Ink for brother, black, D50		
11	20	rolls	TAPE, transparent, 48 mm		
12	30	piece	CORRECTION TAPE, 8 meters		
13	15	pack	FOLDER with tab, legal, 100 pieces per pack		
14	160	reams	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream 70gsm		
15	1	box	Envelope kraft, expanding, long brown 100pcs/box		
16	11	ream	parchment paper 85 gsm (diploma size)8.5"X12" 100pcs per pack		
17	19	ream	Special Paper, 120gsm, short ( for certificates), 100 pcs/pack, cream		
18	10	reams	SF 10, 8"x 13" 110-120 gsm 100pcs per pack, white		
19	47	reams	SF 9, 8" x 11" 120 gsm 100 pcs per pack, white		
			**nothing follows**		



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Purpose: school supplies

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: \_\_\_\_\_