



Department of Education  
Cordillera Administrative Region  
**Division of Baguio City**  
82 Military Cut-off Rd., Baguio City



## REQUEST FOR QUOTATION

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

MOOE

Supplier: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
e-Mail: \_\_\_\_\_  
Date received by the Supplier: \_\_\_\_\_

Requesting Unit: **BONIFACIO ELEMENTARY SCHOOL**  
PR No.: **2025-02-009**  
Quotation No.: **2025-02-009**  
Date: February 20, 2025  
**ABC: 110,192.34**

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 \_\_\_\_\_.

  
**REAGAN A. DECORAN**  
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:

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

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
1	10	piece	Marker, Permanent, Black		
2	10	piece	Marker, Whiteboard, Black		
3	6	box	Fastener		
4	6	pad	NOTEPAD, stick-on, 50mm x 76mm		
5	40	bottle	INK, Epson 003, black (genuine/original)		
6	35	bottle	INK, Epson 003, cyan (genuine/original)		
7	35	bottle	INK, Epson 003, majenta (genuine/original)		
8	35	bottle	INK, Epson 003, yellow (genuine/original)		
9	6	ream	LAMINATING FILM, Legal, 100 pcs/pack		
10	1	bottle	INK, Epson 664, cyan		
11	1	bottle	INK, Epson 664, majenta		
12	1	bottle	INK, Epson 664, yellow		
13	1	bottle	INK, HP GT53 black		
14	1	bottle	INK, HP GT53 majenta		
15	1	bottle	INK, HP GT53 yellow		
16	1	bottle	INK, HP GT53 cyan		
17	1	bottle	Ink Canon C6040, black		
18	1	bottle	Ink Canon C6040, yellow		
19	1	bottle	Ink Canon C6040, cyan		
20	1	bottle	Ink Canon C6040, majenta		
21	48	pack	BATTERY, dry cell, size AA, 4's		
22	40	pack	Detergent powder(500g, floral scent)		
23	20	can	FLOOR WAX, paste type, red		
24	50	pack	Trashbag, XXI size		
25	2	piece	Flag (Philippine National Flag, standard size, cotton with eyelet)		
26	95	bottle	Bleach Original (1 Liter)		
27	50	piece	LED Bulb, 14 watts		
29	12	piece	Bulb Receptacle		

30	3	piece	Electrical Tape ( Large)		
31	12	pack	Reusable Cleaning Gloves(Rubber)		
32	12	piece	Toilet Bowl Brush		
33	10	piece	Floor Brush (long handle)		
34	20	bottle	DISHWASHING LIQUID, Concentrated, 500ml		
35	2	piece	Storage Box, 160L		
36	2	box	Electric Staple Wire		
37	1	box	PDX Wire #12		
38	8	set	Solar Light		
<b>"Nothing follows"</b>				<b>TOTAL</b>	
<b>Purpose:</b> Procurement of Supplies and Materials for School Use					
<b>Additional Notes:</b>					
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: <b>bonifacioelemschool136393@gmail.com</b>					

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Canvassed by:

Signature over Printed Name