



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: SHS Department  
PR No.: J2025-02-001  
Quotation No.: RFQ 2025-02-001  
Date: February 11, 2025  
ABC: Php 63, 500.00

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 February 24, 2025.

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

### 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 5 Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item	Qty.	Unit	Item Description	Unit Price	Total Price
1	50	pcs.	mouse pad 8 x 10 inches		
2	50	set	headset with speaker and noise cancelling		
3	50	set	mouse wired with mouse pad		
			***nothing follows***		
				TOTAL	

Purpose: supplies and materials for junior high computer laboratory

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

Signature over Printed Name

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Date/Telephone No.

Canvassed by: \_\_\_\_\_