



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.: J2025-02-009
Quotation No.: RFQ 2025-02-009
Date: February 25, 2025
ABC: Php 78, 436.00

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 March 4, 2025.

Aurea D. Daweng
AUREA D. DAWENG

Chairman, Bids and Awards Committee

POSTED IN PHILGEPS

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	1	set	Photocopier, 4in1 Laser Printer Colored Copier Scanner Fax Wireless Duplex Printer Feeder, automatic two-sided printing, print speed - 30 ppm, paper size - A4, letter, legal, maximum paper capacity - up to 280 sheets 80 gsm plain paper, toners with cartridge black, cyan, magenta, yellow		
2	10	bottle	Toner refill for Brother copier, 500 grams, TN 269 black		
3	5	bottle	Toner refill for Brother copier, 500 grams, TN 269 cyan		
4	5	bottle	Toner refill for Brother copier, 500 grams, TN 269 magenta		
5	5	bottle	Toner refill for Brother copier, 500 grams, TN 269 yellow		
nothing follows					
Purpose: school and supplies conduct of PISA 2025 Assessment					

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: _____