



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Division of Baguio City
District 10



PACDAY QUINIO ELEMENTARY SCHOOL
Km. 4, Asin Road, Baguio City

REQUEST FOR QUOTATION

Standard Form: SF-GOOF-60

Revised on: May 24, 2004

Standard Form Title: Request for Quotation

Supplier:

Address:

Telephone: No.:

Email:

Date Received by the Supplier:

Requesting Unit: Pacday Quinio ES

PR No.:2025-03-001

Quotation No.: 2025-03-001

Date: February 18, 2025

ABC: 56,439.40

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 29am


ARTHUR U. MANGILI

Chairperson, 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 requirements.
- ✓ All entries must be type written or legibly written.
- ✓ Indicate brand and model of item offered.
- ✓ Delivery period within _____ Calendar Days
- ✓ Price validity shall be for a period of 30 Calendar Days

POSTED IN PHILGEPS

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	30	Reams	Paper, multipurpose A4		
2	15	Reams	Paper, multipurpose Legal		
3	26	Bottles	EPSON INK, 003 black		
4	26	Bottles	EPSON INK, 003 cyan		
5	26	Bottles	EPSON INK, 003 magenta		
6	26	Bottles	EPSON INK, 003 yellow		
7	2	Bottles	EPSON INK, 664 black		
8	2	Bottles	EPSON INK, 664 cyan		
9	2	Bottles	EPSON INK, 664 magenta		
10	2	Bottles	EPSON INK, 664 yellow		
11	2	Bottles	HP black		
12	2	Bottles	HP cyan		
13	2	Bottles	HP magenta		
14	2	Bottles	HP yellow		
15	255	Pieces	Certificate Holder		

16	5	Packs	Tissue Paper		
				TOTAL	
Purpose: procurement of office supplies, other supplies and materials.					

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 No.

Date/Telephone No.

Canvasser:

Ma. Florentina T. Villanueva