



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
DISTRICT I
MANUEL L. QUEZON ELEMENTARY SCHOOL


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: Manuel L. Quezon ES
 PR No.: 2025-01-006
 Quotation No.: 2025-02-003
 Date: February 3, 2025
 ABC: ₱52,065.00

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 10, 2025.



NICOMEDES D. TABELIN

Chairperson, Bids and Awards Committee

REQUIREMENTS: 1. Mayor's/Business permit 2. PhilGEPS registration number or certificate 3. Omnibus Sworn Statement (for ABC above 50K) 4. Income/Business Tax Return (for ABC above 500K)	Note: ✓ Submit RFQ together with the requirements. ✓ All entries must be typewritten or legibly written. ✓ Delivery period within <u>7-21</u> Calendar Days. ✓ Price validity shall be for a period of <u>30</u> Calendar Days.
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***The bidder must bid for the entire one (1) lot.*
***All items must be delivered to the school.*
***Please indicate the brand of your offer.*
***For machines/equipment, please attach brochure/pictures.*

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	8	box	CLIP, backfold, 50mm		
2	55	ream	PAPER, MULTIPURPOSE LEGAL		
3	3	pack	CLEAR SHEET PROTECTOR REFILL, transparent, long, 11 hole punching, reinforced spine strip, fits 3 ring binders, 100sheets/pack		
4	3	piece	RING BINDER, PVC, D-ring binder, 3-ring, long, 2" spine, white, with front back and side pockets, capacity: 400 sheets		



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Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
5	180	piece	DIPLOMA HOLDER, 9inch x 12inch, clear transparency, with flap to prevent certificate from falling off, with 2 hangers for portrait and landscape orientations, blue		
6	6	bottle	EPSON INK REFILL, 664, black		
7	3	bottle	EPSON INK REFILL, 664, cyan		
8	3	bottle	EPSON INK REFILL, 664, magenta		
9	3	bottle	EPSON INK REFILL, 664, yellow		
10	1	bottle	BROTHER INK REFILL, BT5000C, cyan		
11	5	pack	SPECIAL PAPER, pale cream, 8.5inch x 11inch, 90gsm, 100sheets/pack		
12	9	gallon	ALCOHOL, Ethyl, 1 Gallon		
13	10	pack	BATTERY, dry cell, size AA		
14	120	pack	GARBAGE BAG, L, 26 inch x 32 inch, black		
15	40	pack	TOILET TISSUE PAPER, 2 ply		
16	9	gallon	BLEACH, multipurpose, original, 3785mL		
				TOTAL	
Purpose: Supplies for the first quarter					

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 (VAT/NONVAT)

Date/Telephone No.

Canvassed by: