



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: JHS Department
PR No.: J2025-03-027
Quotation No.: RFQ 2025-03-027
Date: April 03, 2025
ABC: Php 66, 225.00

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 **April 07, 2025**.

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	ream	Bond paper, Legal, 70gsm		
2	15	ream	Paper, 90-120 gsm, Short, cream or light color, 100s		
3	10	ream	Paper, 90-120 gsm, legal, cream or light color, 100s		
4	30	pc	Certificate Holder, short		
5	610	pc	Certificate Holder, for Diploma		
6	15	box	Thumbtacks		
7	10	box	Fastener, metal		
8	30	bot	Ink, Epson T664, Black		
9	30	roll	Double sided tape, 1/2" x 10m		
10	50	pc	Ballpen, gel, green		
11	50	pc	Ballpen, gel, red		
12	4	pc	Flag, nylon, standard size		
13	500	pc	L-type plastic Folder, A4, clear		
14	6	pc	Frame for certificate, 8.5 x 11, wood design		
15	15	pad	Straight dressmaker pin		
			nothing follows		
Purpose: for EOSY 2024-2025 rites					



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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.
