Republic of the Philippines
Department of Education
Cordillera Administrative Region
Division of Baguio City
District 7
ELPIDIO R. QUIRINO ELEMENTARY SCHOOL
Purok 2, Irisan, Baguio City

REQUEST FOR QUOTATION

Standard Form No.:SF-GOOD-60
Revised on: May 24, 2004
Standard Form Title: Request for Quotation

Supplier:		Requesting Unit:	Elpidio R. Quirino Elementary School
Address:		PR No.:	**2025-04-027**
Tel. No.:		Quotation No.:	**2025-04-019**
e-Mail:		Date:	**10-Apr-25**
Date received by the Supplier:		ABC:	PhP. **63,025.00**

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 14, 2025 @ 10:00 am.**

ORDEN V. CAYSO
BAC Chairman

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

Note:

1 Delivery Period with in **15** Calendar Days Upon receipt of **P.O.**

2 Price Validity shall be for a period of **30 Calendar Days**

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	250	piece	Folder, Tagboard, legal size		
2	2500	piece	Envelope, A4 size		
3	100	piece	Envelop, expandable, A4		
4	200	piece	Envelop, expandable, Legal		
5	100	bottle	Hand Soap, Liquid, 500ml		
6	150	piece	Hand Soap, ordinary		
7	50	bottle	Detergent Powder		
8	50	bottle	Disinfectant Spray		
9	100	bottle	Insect Spray: Kwik		
10	10	piece	HDMI: 5M		
11	20	piece	Padlock		
				TOTAL	
Purpose: Procurement of Other and Office Supplies					

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:

RODOLFO C. RAZO