



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 Schools Division Office - Baguio City
Baguio Country Club Village Elementary School
 Sector D, Country Club Village, 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: _____	BCCVES
Address: _____	PR No.: _____	2025-05-0001
Telephone No.: _____	Quotation No.: _____	2024-05-0001
e-Mail: _____	Date: _____	May 20, 2025
Date received by the Supplier: _____	ABC: _____	₱67,589.07

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 **May 27, 2025 2:42am**

Joey Lamban
JOEY LAMBAN
 BAC Chairperson

POSTED IN PHILGEPS

Note:

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement

- ✓ 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.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	5	bottle	ALCOHOL, Ethyl, 500 mL		
2	15	piece	ERASER, plastic/ rubber		
3	15	piece	SIGN PEN, Black, liquid or gel		
4	15	piece	SIGN PEN, Blue, liquid or gel		
5	15	jar	GLUE, all-purpose, 200 grams		
6	15	box	STAPLE WIRE, standard		
7	15	roll	TAPE, transparent, 24mm		
8	15	roll	TAPE, transparent, 48 mm		
9	15	box	CLIP, backfold, 19mm		
10	16	box	CLIP, backfold, 25mm		
11	15	box	CLIP, backfold, 32mm		
12	15	box	CLIP, backfold, 50mm		
13	15	piece	CORRECTION TAPE, 8 meters		
14	10	piece	CUTTER/UTILITY KNIFE, for general purpose		
15	20	piece	DATA FILE BOX		
16	10	piece	ERASER, felt, for blackboard/whiteboard		
17	15	box	FASTENER, metal, non-sharp edges, 50 sets per box		
18	2	pack	FOLDER, L-type, legal, 50 pieces per pack		
19	1	pack	FOLDER with tab, A4, 100 pieces per pack		
20	1	pack	FOLDER with tab, legal, 100 pieces per pack		
21	15	piece	MARKER, Permanent, Black		
22	15	piece	MARKER, Permanent, Blue		
23	15	piece	MARKER, Whiteboard, Black		
24	15	piece	MARKER, Whiteboard, Blue		
25	15	box	PAPER CLIP, vinly/plastic coated, 33mm		





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26	1	box	PENCIL, lead/graphite, with eraser, one (1) dozen/box		
27	15	pack	CARTOLINA, 20 pieces of assorted colors/pack		
28	20	pad	NOTE PAD, stick on, 3" x 3", 100 sheets per pad		
29	40	ream	PAPER, MULTIPURPOSE A4, 500 sheets per ream		
30	30	ream	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream		
31	2	pack	Laminating film (A4), 100pcs per pack		
32	2	pack	Laminating film (long), 100pcs per pack		
33	5	ream	Special paper, 180gsm, A4		
34	5	ream	Special paper, 180gsm, Long		
35	7	bottle	Ink, for EPSON, black, 003		
36	5	bottle	Ink, for EPSON, cyan, 003		
37	5	bottle	Ink, for EPSON, magenta, 003		
38	5	bottle	Ink, for EPSON, yellow, 003		
39	3	bottle	Ink, for EPSON, black, 008		
40	1	bottle	Ink, for EPSON, cyan, 008		
41	1	bottle	Ink, for EPSON, magenta, 008		
42	1	bottle	Ink, for EPSON, yellow, 008		
43	21	piece	Illustration board, 1/2		
44	15	roll	Double sided tape, 1/2"		
45	15	roll	Double sided tape, 3/4"		
46	3	pack	Index Card, 1/2		
47	1	ream	Paper, A3, 500pcs per ream		
48	1	pack	Sticker Paper, A4 size, matte		
49	20	piece	BROOM, Soft (Walis Tambo)		
50	20	piece	BROOM, Stick (Walis Ting-ting)		
51	10	pouch	DETERGENT POWDER, all purpose, 1kg		
52	20	piece	DUST PAN, rigid non-breakable plastic		
53	10	can	FLOOR WAX, paste type, red, 2kg		
54	10	bottle	LIQUID HAND SOAP, 500mL		
55	3	unit	SPIN MOP, heavy duty, hard plastic		
56	10	bundle	RAGS, all cotton, 1 kilo per bundle		
57	5	pack	SCOURING PAD, 5 pieces per pack		
58	20	pack	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll		
59	5	gal	Bleach, 1 galloon		
60	5	piece	Floor bursh, long handle		
61	10	piece	Toilet bowl brush		
62	5	pouch	Fabric conditioner, 800-1000mL per Pouch		
63	15	piece	Cuoconut Husk		

Purpose: For School Supplies

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Canvassed by:

Canvasser

Signature over Printed Name

TIN

Date/Telephone No

