



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.:2025-06-001  
 Quotation No.: 2025-06-001  
 Date: May 29, 2025  
 ABC: 106,123.12

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 June 2, 2025 @ 9:00AM

**JORELYN P. CUEVO**

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	Ream	Paper, multipurpose A4		
2	30	ream	Paper, multipurpose Legal		
3	2	box	Ball pen		
4	10	Piece	Sign pen		
5	2	pack	White folder, A4		
6	2	pack	White Folder, Legal		
7	28	piece	Broom/Walis Tambo		
8	34	piece	Broom/Walis Tingting		
9	96	bottle	Cleaner, toilet bowl and urinal		
10	96	can	Floor wax, paste type, red		
11	20	bottle	Detergent powder		
12	100	roll	Trash bag, black, XXL, 10s		
13	230	roll	Trash bag, black, Large, 10s		
14	70	roll	Trash bag, black, Medium, 10S		
15	20	box	Hand soap		

16	100	Piece	Rag		
17	10	Gallon	Bleach, multi-purpose		
18	10	Bottle	Dish washing liquid		
19	4	piece	Spin mop		
20	2	piece	Sponge mop		
				<b>TOTAL</b>	
Purpose: procurement of office supplies and 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:

\_\_\_\_\_