



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
DOÑA AURORA ELEMENTARY SCHOOL

REQUEST FOR QUOTATION

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

Supplier: _____ Requesting Unit: Doña Aurora Elementary School
Address: _____ PR No.: PR No.: 2025-018-05
Telephone No.: _____ Quotation No.: 2025-018-05
e-Mail: _____ Date: June 3, 2025
Date received by the Supplier: _____ **ABC: P 70,697.46**

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 7, 2025. *JUNE 9, 2025*

[Signature]
VICTOR U. SOTELO JR.
BAC Chairperson

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 Day

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	25	cart	INK CARTRIDGE, EPSON C13T664100 (T6641), Black		
2	19	cart	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan		
3	19	cart	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta		
4	19	cart	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow		
5	29	cart	Epson 003 Black		
6	19	cart	Epson 003 Yellow		

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
12	10	pack	Cartolina paper		
13	15	pc	educational pocket chart, large (4 rows of clear pockets, 1 large storage pocket on the reverse side)		
				TOTAL	
Purpose: Procurement of office supplies and materials.					

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

Signature over Printed Name

Tin No.

Canvassed by:

Date/Telephone No.