



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
Brookspoint 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: Brookspoint Elementary School
 Address: _____ PR No.: **2025-012-037**
 Telephone No.: _____ Quotation No.: 2025-012-33
 e-Mail: _____ Date: November 6, 2025
 Date received by the Supplier: _____ **ABC: ₱ 51,030.93**

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 November 11, 2025.

JEREMY A. JUANTALA
 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 10 Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Day

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	1	unit	Steel Cabinet, Lateral, 3-layer		
2	1	unit	Steel Cabinet, Pedestal, 2-layer		
3	10	ream	PAPER, MULTICOPY A4, 70 gsm		
4	5	ream	PAPER, MULTICOPY LEGAL, 70 gsm		
5	5	bottle	Ink, EPSON, 003, Black		
6	5	bottle	Ink, EPSON, 003, Cyan		
7	5	bottle	Ink, EPSON, 003, Yellow		
8	5	bottle	Ink, EPSON, 003, Magenta		
9	11	piece	Arch File, Landscape, 8.5" x 13"		
10	10	roll/pack	Masking Tape, 24mm		
11	2	box	Pencil, # 2		
12	2	box	Permanent Marker. Black, Broad		

Brookspoint Barangay, Aurora Hill, Baguio City
 brookspointelem.school@gmail.com
 Tel. no. (074) 422-8730



13	2	box	Envelope, Expanding, Kraft, Long, Brown		
14	4	gallon	BATTERY, Alkaline, 2-piece/pack, AA		
15	4	pack	BATTERY, Alkaline, 4-piece/pack, AAA		
16	10	piece	BROOM (Walis Ting-ting)		
17	5	bottle	CLEANER, Toilet Bowl and Urinal		
18	10	kg.	DETERGENT POWDER, 1 kg.		
19	8	can	DISINFECTANT SPRAY		
20	8	roll/pack	TOILET TISSUE PAPER, 2 ply		
21	8	piece	Foot Rugs		
22	8	pack	TRASHBAG, XXL size		
23	8	pack	TRASHBAG, Large size		
24	8	pack	TRASHBAG, XL size		
25	8	pack	TRASH BAG, Medium size		
26	1	box	WHITE BOARD, MARKER, BLACK, BROAD		
27	8	ream	BOND PAPER, MULTI-PURPOSE, 70 GSM, A4		
28	1	ream	BONDPAPER, 8.5" x 11", 70 gsm		
29	4	gallon	DISINFECTANT/BLEACHING LIQUID		
30	8	Bottle	BOTTLE SPRAYER, 500 ml		
31	2	piece	STORAGE BOX, BIG WITH ROLLERS, 160 liters		
				TOTAL	
Purpose: For School USE					

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.



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