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.:	**2025-11-057**
Tel. No.:		Quotation No.:	**2025-11-036**
e-Mail:		Date:	**November 27, 2025**
Date received by the Supplier:		ABC:	PhP. **62,900.00**

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 **December 3, 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:

1 Delivery Period with in 10 Calendar Days Upon receipt of NTP
2 Price Validity shall be for a period of **30 Calendar Days**

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.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	100	piece	Ballpen, black		
2	60	piece	Permanent Marker, Refillable		
3	60	piece	Whiteboard Marker, Refillable		
4	60	Bottle	Permanent Marker Ink Refill 25ml		
5	60	Bottle	Whiteboard Marker Ink Refill 25ml		
6	52	piece	Pail Big, 16 liters		
7	52	piece	Dipper		
8	52	piece	Stick Broom (Tingting)		
9	52	Pack	Tissue Roll		
10	52	piece	Bath Soap		
11	52	piece	Hand Towel		
12	52	pack	Wall Clock		
				TOTAL	

Purpose: Procurement of 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

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