



REQUEST FOR QUOTATION

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

Supplier: _____
Address: _____
Telephone No.: _____
e-Mail: _____
Date received by the Supplier: _____

Requesting Unit: JHS Department
PR No.: J2026-02-003
Quotation No.: RFQ 2026-02-003
Date: February 20, 2026
ABC: Php 72, 373.00

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 March 6, 2026.


AUREA D. DAWENG

Chairman, 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 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 Days.

Item	Qty.	Unit	Item Description	Unit Price	Total Price
1	20	ream	Paper, 90 gsm, Short, cream or light color, 100s		
2	20	ream	Paper, 90 gsm, legal, cream or light color, 100s		
3	700	pc	Certificate Holder, for Diploma		
4	15	box	Thumbtacks		
5	300	pc	L-type plastic Folder, A4, clear		
6	20	pad	Straight dressmaker pin		
7	8	bottle	Epson ink, T664, magenta		
8	8	bottle	Epson ink, T664, blue		
9	8	bottle	Epson ink, T664, yellow		
10	8	bottle	Epson ink, T664, cyan		
11	5	bottle	Riso ink, F Type, black		
12	2	roll	Master roll for Riso, F Type, B4		
13	5	roll	TAPE, transparent, 48 mm		
14	20	roll	1 inch double sided tape, 5 meters		
15	5	pcs	scissors (big) 10"		
16	5	pcs	18 mm snap-off cutter (heavy duty)		
17	1	roll	0.9mm metal wire (tie wire)		
18	10	pair	battery AA 2pcs per pack		



Department of Education
Cordillera Administrative Region
BAGUIO CITY NATIONAL SCIENCE HIGH SCHOOL
Purok 12, Irisan, Baguio City



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19	2	box	documentary envelope A4 @500 per box		
			nothing follows		
Purpose: Other supplies and materials expense for year-end graduation rites					

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

Date/Telephone No.

Canvassed by:
