



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.: 2026-013-05
Telephone No.: _____ Quotation No.: 2025-012-05
e-Mail: _____ Date: May 18, 2026
Date received by the Supplier: _____ ABC: ₱ 67,307.80

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 May 21, 2026.


VICTOR D. 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.
5. Please indicate the **unit price**, the **total price** and **overall total**.

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	101	packs	TRASHBAG, XXL size		
2	40	pouch	DETERGENT POWDER, all-purpose		
3	50	bottle	bleach floral scent 1000 ml		
4	50	pc	dishwashing paste, 200g		
5	8	pair	durable kitchen dishwashing gloves, medium		
6	20	pc	diswashing scrub		
7	17	can	FLOOR WAX, paste type, red		
8	2	bottle	muriatic acid, 500 ml		
9	77	ream	PAPER, MULTICOPY, A4		
10	2	packs	Sticker Paper Matte, A4, 10 sheets per pack		

11	2	packs	Expanding Colored Folder/50 pcs per pack,green		
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Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
12	2	packs	Expanding Colored Folder/50 pcs per pack,blue		
13	2	packs	Expanding Colored Folder/50 pcs per pack,red		
14	3	packs	Folder with tab, legal, 100 pcs per pack		
15	2	packs	Folder with tab, A4, 100 pcs per pack		
16	10	box	Clip, backfold, 51 mm, (12 pcs per box)		
17	146	packs	special paper, legal, 180 gsm, 10 pcs/pack		
18	148	packs	special paper, A4, 180 gsm, 10 pcs/pack		
				TOTAL	
Purpose: Office 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.

