



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.: J2026-05-011
Quotation No.: RFQ 2026-05-011
Date: July 1, 2026
ABC: Php 83, 550.80

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 July 8, 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	10	pcs	CLEARBOOK, 20 transparent pockets, legal		
2	30	pcs.	ERASER, plastic/ rubber		
3	50	pcs.	SIGN PEN, Black, liquid or gel		
4	50	pcs.	SIGN PEN, Blue, liquid or gel		
5	20	box	STAPLE WIRE, standard		
6	20	roll	TAPE, masking, 24mm		
7	20	roll	TAPE, masking, 48 mm		
8	20	roll	TAPE, transparent, 24mm		
9	20	roll	TAPE, transparent, 48 mm		
10	5	pc	Metal paper tray (3-layers)		
11	100	pc	Ballpen, ordinary, black, 0.3		
12	100	pc	Ballpen, ordinary, blue, 0.3		
13	20	pc	gel pen, green, 0.5		
14	20	pc	gel pen, violet, 0.5		
15	10	roll	packaging tape		
16	6	roll	duct tape		
17	10	pcs.	CUTTER Model: HKNS28035, 18 x 100mm, Blade Storage, with 3pcs Blades, Super Select, High Quality, Heavy Duty		
18	15	tube/set	BLADE, for general purpose cutter/utility knife, 10 pieces per tube		
19	4	box	CHALK, white enamel, 100 pieces per box		



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



REQUEST FOR QUOTATION

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

20	40	box	CLIP, backfold, 19mm		
21	40	box	CLIP, backfold, 25mm		
22	30	box	CLIP, backfold, 32mm		
23	30	box	CLIP, backfold, 50mm		
24	50	pcs.	CORRECTION TAPE, 8 meters		
25	1	box	ENVELOPE, Documentary, A4, 500 pieces per box		
26	1	box	ENVELOPE, Documentary, legal, 500 pieces per box		
27	1	box	ENVELOPE, Expanding, Kraft, 100 pieces per box		
28	1	box	ENVELOPE, Mailing, 500 pieces per box long		
29	1	box	ENVELOPE, Mailing, 500 pieces per box short		
30	1	pack	FOLDER with tab, A4, 100 pieces per pack		
31	1	pack	FOLDER with tab, legal, 100 pieces per pack		
32	40	pcs	MARKER, Permanent, Black		
33	40	pcs	MARKER, Permanent, Blue		
34	5	pcs	MARKER, Permanent, Red		
35	40	pcs	MARKER, whiteboard, black		
36	40	pc	MARKER, whiteboard, blue		
37	12	box	PAPER CLIP, vinly/plastic coated, 33mm		
38	12	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm		
39	6	pcs	RING BINDER, plastic, 32 mm, 10 pieces per bundle		
40	8	pcs	SCISSORS, symmetrical or asymmetrical		
41	4	pcs	STAPLER, standard type		
42	2	pcs	TAPE DISPENSER, table top		
43	2	ream	Bond paper, A3, white, 80 gsm, 250 sheets per pack		
44	80	ream	PAPER, MULTIPURPOSE A4, 500 sheets per ream		
45	40	ream	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream		
46	3	pc	METER stick, aluminum, 36 inches		
47	5	ream	Laminating film, 200 mic, A4		
48	1	ream	Sticker paper, A4, 100 pcs per ream		
49	10	pc	GLUE, ALL PURPOSE, large		
50	3	pc	Calculator, solar cell, battery DC 1.5 V, 12 digits		
51	4	pc	Wooden clip board, legal		



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



REQUEST FOR QUOTATION

Standard Form No.: SF-GOOD-60

Revised on: May 24, 2004

Standard Form Title: Request for Quotation

52	20	pc	epson ink 003 black		
53	20	pad	sticky notes 3x3		
54	20	set	sticky notes 3x1 three pads/pack		
55	6	box	push pin		
56	6	box	pencil		
57	50	bottle	Epson ink, T664, black		
58	50	pc	white board eraser, magnetic		
59	2	pc	stapler, needleless, staple less		
			nothing follows		

Purpose: Office Supplies for 3rd quarter

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:
