



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Division of Baguio City
82 Military Cut-off Rd., Baguio City



REQUEST FOR QUOTATION

MOOE - JHS

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: **RIZAL NATIONAL HIGH SCHOOL**
PR No.: **2026-07-012**
Quotation No.: **2026-07-012**
Date: **July 16, 2026**
ABC: 92,000.00

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 **July 18, 2026**.

ORTEZ D. GABOL

School BAC Chairperson, Bids and Awards Committee

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus Sown Statement (for ABC above 50k)
4. Income/Business Tax Return (for ABC above 500k)

NOTE

- ü Submit RFQ together with the requirements.
- ü All entries must be typewritten or legibly written.
- ü Indicate brand and model of item offered.
- ü Delivery period within _____ Calendar Days.
- ü Price validity shall be for a period of 30 Calendar Days.

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
1	4	ream	PAPER, Legal, 100 gsm		
2	60	pack	TISSUE ROLL 3 ply, 12 rolls/pack		
3	160	roll	TRASH BAG, XXL, 10 pcs/roll		
4	30	can	FLOOR WAX, red, 450g		
5	10	set	SPIN MOP, with bucket		
6	15	gallon	BLEACH, 3785ml/gallon		
7	25	pack	DETERGENT SOAP, 500g		
8	55	piece	BROOM STICK		
9	25	piece	DUST PAN, med size		
10	4	piece	TRASH BIN, 120 L, green, brown, blue, black		
11	2	unit	METAL DETECTOR, hand held, heavy duty		
12	2	unit	ELECTRIC FAN, wall mounted, 16"		
13	4	unit	EXHAUST FAN, wall mounted, 12"		
			ALL ITEMS WILL BE DELIVERED TO RIZAL NHS		
nothing follows					
				TOTAL	

Purpose: *Supply and delivery of office and general supplies for school use*

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Canvassed by:

NANCY M. PAWAY

Signature over Printed Name

Tax Identification Number (TIN)