



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
SCHOOLS DIVISION OF BAGUIO CITY  
PACDAY QUINIO ELEMENTARY SCHOOL  
Km. 3 Asin Rd., Baguio City

**REQUEST FOR QUOTATION**

Company/Supplier/Store: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
e-Mail: \_\_\_\_\_  
TIN: \_\_\_\_\_

PR No.: 2021-05-009  
Quotation No.: 2021-05-011  
Date: 05/25/2021  
ABC: Php. 50,400.00

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 May 31, 2021.

POSTED IN PHILGEPS

  
**DELYLL GADDANG**

School Chairman, Bids and Awards Committee

**REQUIREMENTS:**

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

**Note:**

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Delivery period within \_\_\_\_\_ Calendar Days.
- ✓ Price validity shall be for a period of \_\_\_\_ Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	80	ream	Paper, Multi-Purpose (Copy) A4, 70 gsm.		
2	4	pcs.	Multi-functional Printer, with original ink tank system, (print, copy, scan)		
			***NOTHING FOLLOWS***		
				<b>TOTAL</b>	

Purpose: For printing of school reports & other learning materials.

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

Canvassed by:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Tin

