



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**DON MARIANO MARCOS ELEMENTARY SCHOOL**  
 UPPER BROOKSIDE, BAGUIO CITY

**REQUEST FOR QUOTATION**

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

PR No.: 2022/02/002  
 Quotation No.: 2022/02/002  
 Date: February 21, 2022  
 ABC: **Php 62,144.00**

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 February 28, 2022.

**POSTED IN PHILGEPS**

**MARY ROSE S. ESTRERA**  
 Chairperson, Bids and Awards Committee

**REQUIREMENTS:**

5. Mayor's / Business permit
6. PhilGEPS registration number or certificate
7. Omnibus Sworn Statement (for ABC above 50K)
8. 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 7 Calendar Days.
- ✓ Price validity shall be for a period of \_\_\_ Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	50	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm		
2	15	box	STAPLE WIRE, for heavy duty staplers, (23/13)		
3	5	piece	MOUSE, optical, USB connection type		
4	1	pack	ENVELOPE, DOCUMENTARY, for legal size document		
5	1	box	ENVELOPE, MAILING, white, 80gsm (-5%)		
6	1	box	ENVELOPE, mailing, white, with window		
7	1	piece	DATING AND STAMPING MACHINE, heavy duty		
8	10	bottle	INK CART, EPSON C13T664100 (T6641), Black		
9	5	bottle	INK CART, EPSON C13T664200 (T6642), Cyan		
10	5	bottle	INK CART, EPSON C13T664300 (T6643), Magenta		
11	5	bottle	INK CART, EPSON C13T664400 (T6644), Yellow		
12	20	bottle	EPSON Ink 003, black		
13	20	bottle	EPSON Ink 003, blue		
14	20	bottle	EPSON Ink 003, red		
15	20	bottle	EPSON Ink 003, yellow		



