



Republic of the Philippines  
**Department of Education**  
**CORDILLERA ADMINISTRATIVE REGION**  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**BAGUIO CENTRAL SCHOOL**

MOOE Fund

**REQUEST FOR QUOTATION**

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

PR No.: 2024-08-032  
 Quotation No.: 2024-08-032  
 Date: July 31, 2024  
 ABC: Php **59,050.00**

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 **August 08, 2024**.

**POSTED IN PHILGEPS**

*[Signature]*  
**CARINA G. WALSIYEN**  
 Chairperson, Bids and Awards Committee

<b>REQUIREMENTS:</b> 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)	<b>Note:</b> <input checked="" type="checkbox"/> Submit RFQ together with the requirements. <input checked="" type="checkbox"/> All entries must be typewritten or legibly written. <input checked="" type="checkbox"/> Delivery period on or before <b>AUGUST 25, 2024</b> . <input checked="" type="checkbox"/> Price validity shall be for a period of <b>30 Calendar Days</b> .
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Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	2	ream	CERTIFICATE PAPER, SHORT, White, 100gsm, 100pcs per		
2	5	bottle	EPSON INK, 008, Black		
3	3	bottle	EPSON INK, 008, Cyan		
4	3	bottle	EPSON INK, 008, Magenta		
5	3	bottle	EPSON INK, 008, Yellow		
6	80	ream	PAPER, MULTIPURPOSE A4, 70gsm		
7	150	ream	PAPER, MULTIPURPOSE LEGAL, 70gsm		
<b>TOTAL</b>					

Purpose: Procurement of office supplies and materials.  
 Additional Note: 1. Supplier shall deliver the items to the school within the delivery period.  
 2. Bidders may submit their quotations through email: [baguiocentralschool@gmail.com](mailto:baguiocentralschool@gmail.com)

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

\_\_\_\_\_  
 Signature over Printed Name / Date

\_\_\_\_\_  
 Tin

\_\_\_\_\_  
 Tel. No./ Cellphone No.

Canvassed by:

\_\_\_\_\_  
 Canvasser