



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
MABINI ELEMENTARY SCHOOL

REQUEST FOR QUOTATION

Supplier:	_____	Requesting Unit:	MABINI ELEMENTARY SCHOOL
Address:	_____	PR No.:	PR No.: 2025-01-002
Tel. #:	_____	Quotation No.:	2025-01-002
e-Mail:	_____	Date:	January 14, 2025
Date Received by the Supplier:	_____	ABC:	P143,730.00

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 01-20-2025 at 9am

ANGELBERT A. PEDNGA

Bids and Awards Committee Chairperson

Note:

- Submit RFQ together with the requirements
- All entries must be typewritten or legibly written
- Delivery period within _____ Calendar days
- **Price validity shall be period of 30 days.**

Requirements:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Income Business Tax Return (for ABC above 500,000.00)
4. Omnibus Sworn Statement (for ABC above 50,000.00)

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	65	ream	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream		
2	100	ream	PAPER, MULTIPURPOSE A4, 500 sheets per ream		
3	10	bottle	Brother Ink, black, genuine		
4	10	bottle	Brother Ink, cyan, genuine		
5	10	bottle	Brother Ink, magenta, genuine		
6	10	bottle	Brother Ink, yellow, genuine		
7	30	bottle	Epson Ink 003, black, genuine		
8	20	bottle	Epson Ink 003, cyan, genuine		
9	20	bottle	Epson Ink 003, magenta, genuine		
10	20	bottle	Epson Ink 003, yellow, genuine		
11	30	bottle	Epson Ink 664, black, genuine		
12	10	bottle	Epson Ink 664, cyan, genuine		
13	10	bottle	Epson Ink 664, magenta, genuine		
14	10	bottle	Epson Ink 664, yellow, genuine		
15	30	ream	Certificate Paper A4 180gsm white 100's		
16	30	ream	Certificate Paper Legal 180gsm white 100's		
17	10	ream	Certificate Paper Legal 120gsm white 500's		
18	50	pack	Manila paper, 3's		
19	50	pad	Dressmaker's Pin		
20	150	piece	Certificate holder A4		

21	20	box	Clip backfold, 32mm		
22	20	box	Clip backfold, 50mm		
23	60	box	fastener, metal		
24	2	pack	Brown Envelope long, ordinary		
25	10	pack	Cartolina, set		
26	60	roll	tape, transparent, 24mm		
			Inclusive of free delivery to school during weekdays		
			Nothing Follows		
TOTAL:					
Purpose:			for school and office operation		

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

canvassed by: _____

Signature over Printed Name

TIN #