



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
 SCHOOLS DIVISION OF BAGUIO CITY  
 DISTRICT VIII  
**PINSAO ELEMENTARY SCHOOL**  
 Pinsao Pilot Project, Baguio City

## REQUEST FOR QUOTATION

Standard Form No.: SF-GOOD-60 Revised on: May 24, 2004

Standard Form Title: Request for Quotation

Supplier: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_  
 eMail: \_\_\_\_\_  
 Date received by the Supplier: \_\_\_\_\_

PR No.: 2025-02-02  
 Quotation No.: 2025-02-02  
 Date: February 7, 2025  
 ABC: ₱127,349.54

**Delivery period by supplier:** \_\_\_\_\_

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 14, 2025**.

**BEVERLY G. LENGWA**

Chairperson, Bids and Awards Committee

**REQUIREMENTS:**

1. Mayor's / Business Permit 2025
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 **5 Calendar Days**.
- Price validity shall be for a period of **30 Calendar Days**

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
<b>Office supplies</b>					
1	3	pcs	Clip backfold, 50mm		
2	1	pack	Envelope, expanding, kraft, long, 100 pcs/pack		
3	100	pcs	Manila paper		
4	3	pcs	File folder, ring, long		
5	1	pack	Folder, expandable, A4, 100 pcs/pack		
6	1	pack	Folder, expandable, long, 100 pcs/pack		
7	2	pack	Folder with tab, legal, 100 pcs/pack		
8	1	pack	Envelope, brown, long, 100 pcs/pack		
9	1	pack	Envelope, brown, A4, 100 pcs/pack		
10	10	pcs	Marker, permanent, black		
11	5	box	Marker, permanent, refill		
12	20	pc	Marker, whiteboard, black		
13	20	pc	Marker, whiteboard, blue		
14	2	box	Sign pen, black		
15	2	box	Sign pen, blue		
16	5	box	Ballpen, Black		
17	5	box	Ballpen, Blue		
18	5	box	Ballpen, green		
19	10	ream	Laminating Film, A4, 125 microns		
20	10	ream	Laminating Film, Legal, 125 microns		
21	50	bottle	Epson Ink, 003, Black		
22	20	bottle	Epson Ink, 003, Magenta		
23	20	bottle	Epson Ink, 003, Yellow		
24	20	bottle	Epson Ink, 003, Cyan		
25	4	bottle	Epson Ink, 664, Black		
26	1	bottle	Epson Ink, 664, Magenta		
27	4	bottle	Epson Ink, 664, Yellow		
28	1	bottle	Epson Ink, 664, Cyan		
29	3	bottle	Brother ink T720, Black		
30	2	bottle	Brother ink T720, Magenta		
31	2	bottle	Brother ink T720, Yellow		
32	2	bottle	Brother ink T720, Cyan		
33	8	pcs	Meter stick, 1m		
34	10	box	Fastener, plastic		
35	3	box	fastener, plastic, thick, sscor		
36	5	bottle	Glue, all-purpose		
37	3	pcs	Puncher, paper, double hole, heavy duty		



Item No.	Qty	Unit	Item Description	Unit Price	Total Price
38	3	pcs	puncher, paper, single hole		
39	10	pcs	Scissor, symmetrical, asymmetrical		
40	48	roll	tape, transparent, 24mm		
41	30	roll	tape, transparent, 48mm		
42	35	roll	Tape, masking, 24mm		
43	25	roll	tape, packing, 48mm		
44	60	roll	tape, double sided, 24mm		
45	10	ream	Special paper, long		
46	15	ream	Special paper, short		
<b>Semi-expendable other machinery &amp; equipment</b>					
47	2	pc	Paper cutting machine		
<b>Other supplies and materials</b>					
48	10	gal	Alcohol, ethyl, disinfectant, 70% solution		
49	20	pc	broom (walis tambo)		
50	8	pc	Cutter, utility knife for general purposes		
51	10	pc	Toilet Deodorizer		
52	30	pc	Foot rag		
53	70	pack	Detergent Powder, all purpose		
54	25	box	Face mask		
55	2	bottle	Fire extinguisher		
56	50	can	Floor wax, paste type, red, pack		
57	12	bottle	Handsoap, liquid		
58	3	pc	Paper organizer, tray, 2 layers, metal,		
59	10	pack	Tissue, Interfolded Paper Towel		
60	10	pack	Toilet Tissue Paper, 2 ply		
61	12	pc	Toilet bowl pump		
62	12	pc	Toilet brush		
63	6	pc	Wall clock		
64	3	kls	Rags		
65	36	pc	Battery, AA		
66	30	pack	Trashbag, XL Size		
67	40	pack	Trashbag, medium		
68	40	pack	Trashbag, L Size		
69	20	bottle	Diswashing liquid, 500ml		
70	32	pc	Bathsoap, 85g		
71	70	bottle	Clorox, bleach, 1L		
72	5	gal	Cleanser, Toilet & urinal		
73	16	pack	Toilet Tissue Paper, 2 ply		
74	10	box	Bathsoap, 85g		
75	10	pack	Sanitary Napkin		
76	3	bottle	Toilet Deodorizer		
77	5	pack	Powder Soap		
-nothing follows-					
<b>TOTAL</b>					

**Purpose:** Procurement of supplies for school use

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

Canvassed by:



**Additional Notes:**

1. Supplier shall deliver the item to the school within the delivery period.
2. Supplier can attach picture of indicate brand of the offered item.
3. Bidders may submit their quotations through our email as below stated.

**Address:** Purok 3 Pinsao Pilot Project, Baguio City 2600

**Telephone No:** (074) 442-4039

**Email Address:** 136397@deped.gov.ph

**Signature over Printed Name**

**TIN**

**Date**



DepEdTayo Pinsao ES



pinsaoelementary@gmail.com