



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division Office - Baguio City

DON MARIANO MARCOS ELEMENTARY SCHOOL

REQUEST FOR QUOTATION

Supplier:	_____	PR No.:	2025-02-004
Address:	_____	Quotation No.:	2025-02-002
Tel No.:	_____	Date:	Feb. 04, 2025
e-Mail:	_____	ABC (Approved Budget for the Contract):	80,304.93

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 **Feb. 11, 2025**.

Please email your quotation at dmes.baguio@gmail.com

MERVIN C. OLIVA

Chairperson, 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: w/n 7 days from receipt of NTP
- ✓ Price validity shall be for a period of 30 days

Item No.	Qty	Unit	Item Description / Specification	Unit Price	Total Price
1	5	piece	Electric Fan, ceiling		
2	2	piece	Extension Cord, 5-6meters, 4-5 universal socket		
3	3	piece	External Drive 2TB		
4	1	piece	Keyboard		
5	1	piece	Card Board Drawer 4 layers		
6	65	piece	Certificate Holder, A4		
7	3	piece	Glue Gun		
8	20	piece	Glue Stick		
9	5	piece	Ink Refill White Board Marker , Black		
10	5	piece	Push Pin		
11	1	piece	Rubber Band No. 18		
12	16	piece	Sign Pen, 0.5, Black		
13	1	piece	Document Tray Organizer 4-layer, Metal Heavy Duty		
14	10	bottle	EPSON Ink 003, Black		
15	10	bottle	EPSON Ink 003, Cyan		
16	10	bottle	EPSON Ink 003, Magenta		
17	10	bottle	EPSON Ink 003, Yellow		
18	50	piece	Battery, dry cell, size AA		
19	20	piece	Battery, dry cell, size AAA		
20	30	piece	Emergency Whistle		
21	12	piece	Wall Clock		
22	50	piece	TRASHBAG, Large size		
23	10	piece	TRASHBAG, XXL size		
Total					

procurement of regular supplies

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

Date

Tin Number

Signature over Printed Name

Tel. No. / Cellphone No. / Email Address / Fax Number