



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
DISTRICT II
FORT DEL PILAR ELEMENTARY SCHOOL
Fort del Pilar, 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.: **PR-2025-03-008**

Quotation No.: **Q-2025-03-004**

Date: **03/03/2025**

ABC: **₱75,760.81**

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 **Mar. 07, 2025; 9:00 AM.**


LUCIA F. PANGKET
BAC Chairman

REQUIREMENTS:

1. Mayor's / Business Permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement

Note:

- Submit RFQ together with the requirements
- All entries must be typewritten or legibly written
- Delivery period within **5 WD upon receipt of NTP.**
- Price validity shall be for a period of **30 Calendar Days**

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
1	241	pc	Manila Paper		
2	16	sheets	Assorted Cartolina		
3	8	reams	Laminating Film, 100's, 125MIC		
4	40	pack	Photopaper, A4, 10's		
5	3	pack	Sticker Paper, A4, 10's		
6	2	box	folder, pressboard, long, 100's		
7	2	box	Expanding Envelope, kraft, 100's		
8	2	box	Envelope, documentary, A4, 500's		
9	2	box	Envelope, documentary, long, 500's		
10	61	bottle	epson ink, 003, Black (genuine)		
11	25	bottle	epson ink, 003, Cyan (genuine)		
12	25	bottle	epson ink, 003, Magenta (genuine)		
13	25	bottle	epson ink, 003, Yellow (genuine)		
14	4	bottle	epson ink, 664, Black (genuine)		

15	2	bottle	epson ink, 664, Cyan (genuine)		
16	2	bottle	epson ink, 664, Magenta (genuine)		
17	2	bottle	epson ink, 664, Yellow (genuine)		
18	2	bottle	Brother, Black (genuine)		
19	1	bottle	Brother, Cyan (genuine)		
20	1	bottle	Brother, Magenta (genuine)		
21	1	bottle	Brother, Yellow (genuine)		
22	9	rolls	ribbon, 1", royal blue, 50 yd		
23	6	rolls	ribbon, 1", golden yellow, 50yd		
24	25	stick	glue stick (for glue gun), big size		
25	5	sheets	special paper, white, 180gsm, Short, 100's		
26	5	sheets	special paper, white, 180gsm, A4, 100's		
27	5	sheets	special paper, white, 180gsm, Long, 100's		
28	4	cart	riso ink (S-7220UA)		
29	2	rolls	riso master (S-7040UA)		
30	12	pc	AA Battery, dry cell		
31	12	pc	AAA Battery, dry cell		
		Note:			
			• preferably within Baguio City Suppliers		
			• can be contacted easily		
				TOTAL	
Purpose: various 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:

Printed Name Over Signature



FORT DEL PILAR ELEMENTARY SCHOOL
Fort del Pilar, Baguio City
Telephone No.: 074-442-3771
Email Address: fortdeipilarelemschool@gmail.com

Signature over Printed Name

TIN

Date / Telephone No.