



Republic of the Philippines
Department of Education

Cordillera Administrative Region
Schools Division of Baguio City
DISTRICT I
RIZAL ELEMENTARY SCHOOL
#1 GIBRALTAR ROAD, BAGUIO CITY

REQUEST FOR QUOTATION

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

PR No.: 2025-03-017
Quotation No.: 2025-03-013
Date: March 24, 2025
ABC: 51,324.00

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 **March 31, 2025 @ 9AM.**

MARIA MAGDALENA C. BALAO
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 within 10 Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	18	bottle	Printer Ink, Inkjet, Black,003		
2	18	bottle	Printer Ink, Inkjet, Cyan, 003		
3	18	bottle	Printer Ink, Inkjet, Magenta,003		
4	18	bottle	Printer Ink, Inkjet, Yellow,003		
5	100	ream	Bond Paper, A4, 70 gsm		
6	50	ream	Bond Paper, Long, 70 gsm		
7	4	box	Staple wire, Standard		
ALL ITEMS MUST BE DELIVERED TO RIZAL ELEMENTARY SCHOOL					
				TOTAL	

Purpose: Supplies and Materials for the Production of Quarter 1-4 Lesson Exemplars (Les) and Worksheets(Ws) for Grade 6

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

Canvassed by:

Signature over Printed Name



Address: #1 Gibraltar Road, Baguio City
Telephone No.: (074) 620-4224
E-mail Address: rizalbaguio1937@gmail.com/136404@depd.gov.ph
DepEdTayo Rizal Elementary School