



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Baguio City
LUCBAN ELEMENTARY SCHOOL
Magsaysay, Baguio City

REQUEST FOR QUOTATION

Supplier: _____ PR No.: 2025-05-023
Address: _____ Quotation No.: 2025-05-015
Tel No.: _____ Date: May 29, 2025
e-Mail: _____ ABC (Approved Budget for the Contract): 288,188.00

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 **June 05, 2025**.

John B. Parayao
JOHN B. PARAYAO

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 is on or before June 23, 2025
- ✓ Price validity shall be for a period of 30 days

Item No.	Qty	Unit	Item Description / Specification	Unit Price	Total Price
1	100	piece	Sign Pen, Blue		
2	100	piece	Sign Pen, Black		
3	100	piece	Ballpen, Black		
4	100	piece	Ballpen, Blue		
5	100	pack	Laminating Film		
6	100	bottle	Epson Ink, 003, Black		
7	100	bottle	Epson Ink, 003, Cyan		
8	100	bottle	Epson Ink, 003, Magenta		
9	100	bottle	Epson Ink, 003, Yellow		
10	200	kg	Detergent Powder		
11	150	gallon	Bleach		
12	50	pack	Garbage Bag, Large		
13	20	piece	Padlock 50mm, flat key, regular shackle		
14	4	bottle	Pesticide - anti anay		
15	4	piece	FIRE EXTINGUISHER, dry chemical		
16	100	pack	Tissue, 12rolls per pack		
17	20	pack	Tissue, folded, soft		
18	5	piece	Heavy Duty Mop Bucket 20L		
19	10	piece	Mop with handle		
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