



**Republic of the Philippines**  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**DISTRICT I**  
**MANUEL L. QUEZON ELEMENTARY SCHOOL**

## REQUEST FOR QUOTATION

Standard Form No.: SF-GOOD-60  
 Revised on: May 24, 2004  
 Standard Form Title: Request for Quotation

Supplier: _____	Requesting Unit: <u>Manuel L. Quezon ES</u>
Address: _____	PR No.: <u>2025-05-019</u>
Telephone No: _____	Quotation No.: <u>2025-05-014</u>
e-mail: _____	Date: <u>May 20, 2025</u>
Date received by the Supplier: _____	ABC: <u>P134,513.00</u>

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 May 27, 2025 @ 9am.

POSTED IN PHILGEPS

**NICOMEDES D. TABELIN**

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 7-20 Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

- \*\*The bidder must bid for the entire one (1) lot.  
 \*\*All items must be delivered to the school.  
 \*\*Please indicate the brand of your offer.  
 \*\*For machines/equipment, please attach brochure/pictures.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	41	piece	CORRECTION TAPE, 8m		
2	34	roll	DOUBLE SIDED TAPE, 1 inch		
3	3	bottle	GENUINE BROTHER INK REFILL, BT5000C, cyan		
4	3	bottle	GENUINE BROTHER INK REFILL, BT5000M, magenta		
5	3	bottle	GENUINE BROTHER INK REFILL, BT5000Y, yellow		
6	3	bottle	GENUINE BROTHER INK REFILL, BT60BK, black		
7	25	bottle	GENUINE EPSON INK REFILL, 003, black		
8	13	bottle	GENUINE EPSON INK REFILL, 003, cyan		
9	13	bottle	GENUINE EPSON INK REFILL, 003, magenta		
10	13	bottle	GENUINE EPSON INK REFILL, 003, yellow		
11	10	bottle	GENUINE EPSON INK REFILL, 664, black		
12	5	bottle	GENUINE EPSON INK REFILL, 664, cyan		
13	5	bottle	GENUINE EPSON INK REFILL, 664, magenta		



**Address:** Upper Session Road Extension, Baguio City

**Telephone:** (074) 422-7696

**E-mail:** 136414@deped.gov.ph

DepEd Tayo Manuel L. Quezon ES





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Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
14	5	bottle	GENUINE EPSON INK REFILL, 664, yellow		
15	11	pack	FOLDER, L-type, A4, clear		
16	34	piece	MANILA PAPER		
17	41	piece	MARKER, permanent, broad type, black		
18	41	piece	MARKER, permanent, broad type, blue		
19	5	piece	MARKER, whiteboard, bullet type, black		
20	5	piece	MARKER, whiteboard, bullet type, blue		
21	41	pad	NOTE PAD, stick on, 76mm x 100mm		
22	100	ream	PAPER, MULTIPURPOSE, 8.5inch x 13 inch, 70gsm		
23	90	ream	PAPER, MULTIPURPOSE, A4, 70gsm		
24	45	piece	SIGN PEN, black ink, gel, 0.5mm, needle tip		
25	42	piece	SIGN PEN, blue ink, gel, 0.5mm, needle tip		
26	5	pack	SPECIAL PAPER, pale cream, 8.5inch x 11inch, 90gsm, 100sheets/pack		
28	41	roll	TAPE, masking, 24mm (1inch)		
31	34	gallon	ALCOHOL, Ethyl, 1 Gallon		
32	10	gallon	BLEACH, multipurpose, original, 3785mL		
33	34	piece	BROOM (Walis Tambo)		
34	34	piece	BROOM (Walis Ting-ting)		
35	36	piece	DOOR RUG, cloth		
36	34	piece	DUSTPAN, plastic		
37	28	can	FLOOR WAX, paste type, red, 900g		
38	25	piece	SPONGE MOP, rubber mop, water self-squeezing mop, long stainless-steel retractable handle		
39	35	box	STORAGE BOX, 12L, with handle, transparent, 35.5cm x 24.5cm x 21cm		
41	80	pack	TRASHBAG, L, 26 inch x 32 inch, black		
Purpose: Office supplies for the third quarter					

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

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
TIN (VAT/NONVAT)

\_\_\_\_\_  
Date/Telephone No.

Canvassed by:



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