



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



REQUEST FOR QUOTATION

Supplier:
Address:
Telephone No.:
e-Mail:
Date received by the supplier:

Requesting Unit: **Klas ES**
PR No.: **2025-05-028**
Quotation No.: **2025-05-028**
Date: **May 19, 2025**
ABC: **142,409.06**

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 on or before **May 23, 2025 12:00 pm**.

ROSELYN ANN C. LAPENA

School BAC Chairperson, Bids and Awards Committee

REQUIREMENTS:

- 1 Mayor's/Business Permit
- 2 PHILGEPS Registration number or certificate
- 3 Income/Business Tax Return
- 4 Omnibus Sworn Statement

POSTED IN PHILGEPS

Note:

- ✓ Submit RFQ together with the requirements
- ✓ All entries must be typewritten or legibly written
- ✓ Indicate brand and model of item offered
- ✓ Delivery period: on or before June 25, 2025
- ✓ Price validity shall be for a period of 30 calendar days

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
Office Supplies and Materials					
1	60	pack	BOARD PAPER, A4, 180 gsm, 10/pack, white		
2	80	pack	CARTOLINA, assorted colors, 20pc/pack		
3	20	pc	CLEAR BOOK, long, 20 sheets		
4	25	bottle	INK, Epson 003, black		
5	25	bottle	INK, Epson 003, cyan		
6	25	bottle	INK, Epson 003, magenta		
7	25	bottle	INK, Epson 003, yellow		
8	6	roll	Laminating Film, roll, 250 mic, 12 x 50m		
9	80	pc	Manila Paper		
10	21	bottle	Marker Ink, Permanent Refillable, Black, Broad		
11	50	bottle	Marker Ink, Whiteboard Refillable, Black, Broad		
12	21	pc	Marker, Permanent Refillable, Black, Broad		
13	121	pc	Marker, Whiteboard Refillable, Black, Broad		
14	30	pc	SPONGE w/ scrubbing pad		
15	12	pack	Sticky Notes Film, arrow flags		
16	12	pad	Sticky Notes, 1x2in		
17	10	roll	TAPE, double sided		
18	100	pc	Whiteboard, 8x12, made w/ lawanit wood		
Other Supplies and Materials					
19	25	pc	BROOM STICK (Walis Ting-ting)		
20	30	pc	CLEANING SCOURING WOOL, stainless		
21	80	pack	DETERGENT POWDER, 500mg		
22	1	gallon	DISHWASHING LIQUID, 1 gallon		
23	25	pc	DUSTPAN		
24	12	pair	GLOVES, rubber, extra long		
25	30	set	MOP, tornado mop, medium, w/spin dry bucket set		
26	30	gallon	MULTI-PURPOSE CLEANER, liquid, 1gallon		
27	20	pc	PADLOCK, 50mm, Laminated, Short Shackle		
28	20	pc	PADLOCK, 60mm, Steel Long Shackle		
29	8	pc	PLUNGER, strong suction force cup rubber w/ wooden Handle		
30	10	pack	TRASHBAG, Large size, 10/pack		
31	10	pack	TRASHBAG, Small size, 10/pack		
32	20	bundle	TRASHBAG, XXL size, thick, 100pc/pack		
33	25	pc	SOFT BROOM (Walis Tambo)		

~supplies must be delivered to the school~

TOTAL

Purpose: Office, and other supplies and materials to support the conduct of 1st Quarter School Activities and Programs

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

TIN

Date/ Telephone No.