



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

REQUEST FOR QUOTATION

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

PR No.: 2025-06-011
 Quotation No.: 2025-06-011
 Date: 06/24/2025
 ABC: Php 74,518.20

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 _____.

ARLITO G. PECAY
 School BAC Chairman

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

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1.	4	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)		
2.	4	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)		
3.	4	ream	Laminating Film, A4		
4.	1	unit	PRINTER (Prints up to A3+ (for simplex), Copy/Scan up to Legal, All in One Printers, Automatic duplex printing, Print speed of up to 17.0 ipm, Ultra-high page yield of 7,500 pages (black) and 6,000 pages (colour), Wi-Fi, Wi-Fi Direct, Print Speed 30ppm, Integrated Ink Tank System, WITH 2YRS WARRANTY OR 30,000pages whichever comes 1st		
5.	4	unit	PRINTER, 3-in-one printer (Print, Scan, Copy) WITH 2YRS WARRANTY OR 30,000pages whichever comes 1st		
6.	2	unit	Paper cutter, Heavy Duty		
7.	1	unit	Laminating Machine, Heavy Duty, with 1year warranty		
Nothing Follows					
				TOTAL	
Purpose : Procurement of office supplies & semi-expendable machinery & equipment.					

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



ADDRESS: GEFA Brgy., Lower QM, Baguio City
TELEPHONE NUMBER: 442-4069
EMAIL ADDRESS: aguineldoelementary@gmail.com