



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
BAGUIO CENTRAL SCHOOL

MOOE Fund

REQUEST FOR QUOTATION

Company/Supplier/Store:

Address:

Telephone No.:

e-Mail:

TIN:

PR No.: 2025-06-031

Quotation No.: 2025-06-031

Date: JUNE 16, 2025

ABC: Php **92,778.71**

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 23, 2025, 9:00AM.**

POSTED IN PHILGEPS

Carina G. Walsiyen
CARINA G. WALSIYEN

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 on or before **JULY 30, 2025.**
- ✓ Price validity shall be for a period of **30 Calendar Days.**

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	78	pack	Epson 003, Cyan, Original		
2	78	piece	Epson 003, Magenta, Original		
3	78	piece	Epson 003, Yellow, Original		
4	78	piece	Epson 003, Black, Original		
5	10	bottle	Paper Fastener, plastic coated, 7cm		
6	10	bottle	Staple Wire, No. 35		
7	10	bottle	Scissors, multipurpose, stainless, 6inches		
8	2	piece	Eraser, soft rubber, for pencil		
TOTAL					

Purpose: Procurement of Common Office Supplies.

Additional Note: 1. Supplier shall deliver the items to the school within the delivery period.

2. Bidders may submit their quotations through email: baguiocentralschool@gmail.com

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

 Signature over Printed Name / Date

 Tin

 Tel. No./ Cellphone No.

Canvassed by:

 Canvasser