



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
Schools Division of Baguio City

**HOLY GHOST EXTENSION ELEMENTARY SCHOOL**

**REQUEST FOR QUOTATION**

Supplier:	_____	PR No.:	PR No.: 2025-05-037
Address:	_____	Quotation No.:	2025-06-029
Tel No.:	_____	Date:	June 04, 2025
e-Mail:	_____	ABC (Approved Budget for the Contract):	<b>68,961.00</b>

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 13, 2025 9am**

**POSTED IN PHILGEPS**

**ROSALINDA A. GAYAO**  
BAC Chairperson

**REQUIREMENTS:**

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement

**Note:**

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Indicate brand and model of item offered.
- ✓ Delivery period within 14 Calendar Days.

Item No.	Qty	Unit	Item Description / Specification	Unit Price	Total Price
1	15	ream	SPECIAL PAPER, WHITE, GSM 180,SHORT		-
2	12	ream	SPECIAL PAPER, WHITE, GSM 180, LONG		-
3	12	piece	INK REFILL, Black 003		-
4	6	piece	INK REFILL, Cyan 003		-
5	6	piece	INK REFILL, Magenta 003		-
6	6	piece	INK REFILL, Yellow 003		-
7	14	piece	SIGN PEN, Medium Tip, Black		-
8	14	piece	SIGN PEN, Extra Fine Tip, Blue		-
9	8	Piece	DISINFECTANT SPRAY		-
10	7	Piece	DETERGENT POWDER, all purpose		-
11	13	Pack	TRASHBAG, XXL size		-
12	12	Pack	TRASHBAG, Medium size		-
13	10	Piece	BROOM(WALIS TAMBO)		-
14	5	Piece	INSECTICIDE		-
15	3	Piece	LAMINATING MACHINE		-
16	3	Piece	TORNADO MAP		-
17	2	Piece	FLOOR SCRUB, LONG HANDLE		-
18	14	Piece	NAME TAG KEY CHAIN		-
19	6	Piece	MAGNETIC ALPHABET		-
20	10	Piece	PADLOCK		-
21	100	piece	ENVELOPE, Expanding, Kraft		-
22	2	pack	FOLDER with tab, Legal		-
23	12	Bundle	NOTEPAD, stick-on, 50mm x 76mm, 2x3		-
24	12	Bundle	NOTEPAD, stick-on, 76mm x 100mm, 3x4		-
25	12	Bundle	NOTEPAD, stick-on, 76mm x 76mm, 3x3		-
26	4	pack	LAMINATING FILM, L		-
27	5	pack	STICKER PAPER, MAT		-
28	15	Pack	SPECIAL PAPER, BEIGE, GSM 180, SHORT		-

29	12	Pack	SPECIAL PAPER, BEIGE, GSM 180, LONG		-
30	5	piece	ALCOHOL, Ethyl, 1 Gallon		-
31	10	piece	HAND SOAP, liquid		-
32	7	piece	DISINFECTANT SPRAY		-
33	12	piece	TRASH BIN-MEDIUM		-
34	6	piece	DIPPER		-
35	6	piece	TIMBA ( SMALL WATER STORAGE)		-
36	5	piece	DISINFECTANT SPRAY		-
37	5	bundle	RAGS		-
38	10	piece	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts		-
39	5	piece	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 15 watts		-
0	0	0	*** nothing follows***		-
			*** nothing follows***		-
<b>Total</b>					-

Purpose: For school use

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

\_\_\_\_\_

Date

\_\_\_\_\_

Signature over Printed Name

\_\_\_\_\_

Tin Number

\_\_\_\_\_

Tel. No. / Cellphone No. / Email

Canvassed by:

\_\_\_\_\_

Canvasser