



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:

Requesting Unit: Kias ES
PR No.: 2025-08-058
Quotation No.: 2025-08-058
Date: August 27, 2025
ABC: 68,090.00

Date received by the supplier:

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 **September 2, 2025**

POSTED IN PHILGEPS

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

Note:

- ✓ Submit RFQ together with the requirements
- ✓ All entries must be typewritten or legibly written
- ✓ Indicate brand and model of item offered
- ✓ Delivery period: 10days upon receipt of NTP
- ✓ Price validity shall be for a period of 30 calendar days

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
1	32	bottle	INK Black, Epson 003, genuine		
2	15	bottle	INK Yellow, Epson 003, genuine		
3	15	bottle	INK Cyan, Epson 003, genuine		
4	15	bottle	INK Magenta, Epson 003, genuine		
5	50	pack	Board Paper, long, white, 120gsm, 10/pack		
6	50	pack	Board Paper, a4, white, 120gsm, 10/pack		
7	150	pack	Board Paper, short, white, 120gsm, 10/pack		
8	700	pc	Report Card Holder, plastic, fits short paper		
9	7	set	Laminating Machine, A4/A3 Size, Hot & Cold Option For Laminating Film Heavy Duty • Laminating Width: 320mm • Laminating Thickness: 3mm • Laminating Speed: 660mm/min • Rollers Diameter: 25.6mm		
10	1	set	PRINTER INKJET -Print, scan, copy -ISO 24734, A4 Simplex (Black / Colour): Up to 10.0 ipm / 5.0 ipm*2 -Paper Sizes: Legal (8.5 x 14"), Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 5 x 8", 4 x 6", Envelopes: #10, DL, C6 -Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow) -Maximum Resolution: 5760 x 1440 dpi -with warranty of 1 year or more		
11	7	set	CUTTER MACHINE/ PAPER CUTTER Paper Size: A4-A5 Material: ABS, Metal Cutting Thickness: 10-12 Sheets Printing Paper		
TOTAL					

Purpose: Office Supplies & Expense and 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

Date/ Telephone No.