



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Baguio City
LOAKAN ELEMENTARY SCHOOL
District III

REQUEST FOR QUOTATION

Company/Supplier/Store: _____
Address: _____
Telephone No.: _____
E-mail: _____
TIN: _____

PR No.: **2025-10-021**
Quotation No.: **2025-10-021**
Date: **October 13, 2025**
ABC: **Php 189,300.00**

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** signed by your representative not later than **October 17, 2025**


JOHNNY C. CARCIDO JR.
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 within 5 Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	1	Unit	Binding machine		
2	80	ream	Paper, multi-purpose, A4, 70 gsm		
3	80	ream	Paper, multi-purpose, Long, 70 gsm		
4	5	ream	Paper, multi-purpose, short, 120 gsm		
5	5	ream	Paper, multi-purpose, A4, 180 gsm		
6	10	pack	Construction paper, A4, assorted colors, 20s		
7	80	bottle	Epson Ink 003, Black		
8	80	bottle	Epson Ink 003, Cyan		
9	80	bottle	Epson Ink 003, Yellow		
10	80	bottle	Epson Ink 003, Magenta		
11	30	pack	Manila Paper		
12	5	box	PVC cover, 200 microns, A4		
13	5	box	PVC cover, 200 microns, Long		
14	100	pack	Detergent Powder, kilo		
15	50	roll	Trashbag, xxl		



School: Loakan Elementary School
School Address: Loakan Proper, Baguio City
School e-mail address & contact no.: loakanes@gmail.com /09682759639



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16	2	pc	Trashcan, 28-30 liters, green		
17	50	bottle	Bleach		
18	20	pc	Sponge, heavy duty foam scrubber		
19	20	pc	Brass pad lock, heavy duty		
20	5	pack	Rechargeable battery, AA, pack of four		
21	5	pc	Broom, walis tambo		
			-NOTHING FOLLOWS -		
			TOTAL		

Purpose: For the procurement of office and other supplies and materials for the 3rd quarter of FY 2025

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

Signature over Printed Name

TIN



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