



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.: 2025-10-019
 Quotation No.: 2025-10-021
 Date: 10/09/2025
 ABC: Php 67,645.00

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** duly signed by your representative not later than *October 13, 2025 2:00pm*

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

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1.	32	bottle	Epson Ink 003 – Cyan		
2.	5	bottle	Epson Ink 003 – Magenta		
3.	5	bottle	Epson Ink 003 – Yellow		
4.	5	bottle	Epson Ink 003 – Black		
5.	2	bottle	Epson Ink 001 – Cyan		
6.	2	bottle	Epson Ink 001 – Magenta		
7.	7	bottle	Epson Ink 001 – Yellow		
8.	5	bottle	Epson Ink 001 – Black		
9.	30	ream	Laminating Film, A4, 80 mic		
10.	20	pack	Double Sided Glossy Photo Paper, A4, (50 pcs/ pack)		
11.	3	unit	PRINTER, 3-in-one printer (Print, Scan, Copy) WITH 2YRS WARRANTY OR 30,000pages whichever comes 1st		
12.	12	piece	Padlock, Heavy duty Stainless, 50mm		
			Nothing Follows		
				TOTAL	



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



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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.

Signature over Printed Name

TIN



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