



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
 SCHOOLS DIVISION OF BAGUIO CITY  
 DISTRICT II  
**FORT DEL PILAR ELEMENTARY SCHOOL**  
 Fort del Pilar, Baguio City



**REQUEST FOR QUOTATION**

Standard Form No.: SF-GOOD-60  
 Revised on: May 24, 2004  
 Standard Form Title: Request for Quotation

PR No.: PR-2025-11-041  
 Quotation No.: Q-2025-11-033  
 Date: 11/26/2025  
 ABC: ₱50,836.77

Supplier: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_  
 eMail: \_\_\_\_\_  
 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 not later than **December 2, 2025; 9:00 AM.**

*Lucia F. Pangket*  
**LUCIA F. PANGKET**  
 BAC Chairman

**REQUIREMENTS:**

1. Mayor's / Business Permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement

**Note:**

- Submit RFQ together with the requirements
- All entries must be typewritten or legibly written
- Delivery period **within 5 working days upon receipt of NTP.**
- Price validity shall be for a period of **30 Calendar Days**

NOTE: <i>Pls Indicate the brand or specs of your offering if applicable</i>						
Pls. check applicable: <b>Free Delivery?</b> <input type="checkbox"/> Can Comply <input type="checkbox"/> Cannot Comply						
Item No.	Qty	Unit	Item Description	Bidder's Specs	Unit Price	Total Price
1.	75	reams	Bond Paper, Multi-Copy, A4, 80gsm			
2.	264	sheets	Manila Paper			
3.	20	pack	Cartolina, Assorted Colors, 20s			
4.	9	reams	Laminating Film, 100's, 125MIC			
5.	40	pack	Photopaper, A4, 10's			
6.	3	pack	Sticker Paper, A4, 10's			
7.	20	bottle	epson ink, 003, Black			
8.	10	bottle	epson ink, 003, Cyan			
9.	10	bottle	epson ink, 003, Magenta			
10.	10	bottle	epson ink, 003, Yellow			
11.	8	bottle	epson ink, 664, Black			
12.	4	bottle	epson ink, 664, Cyan			
13.	4	bottle	epson ink, 664, Magenta			
14.	4	bottle	epson ink, 664, Yellow			
15.	4	bottle	Brother, Black			
16.	1	bottle	Brother, Cyan			
17.	1	bottle	Brother, Magenta			
18.	1	bottle	Brother, Yellow			
19.	60	rolls	double sided tape, 1", tissue type, 40yds			

Item No.	Qty	Unit	Item Description	Bidder's Specs	Unit Price	Total Price
20.	22	box	clip, backfold, 19mm (3/4"), 12's			
21.	2	pack	folder with tab, A4, 100's			
<b>TOTAL</b>						
<b>Purpose:</b> for School & Office Use (November MOOE)						

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

Canvassed by:

Printed Name Over Signature

Signature over Printed Name

TIN

Date / Telephone No.



**FORT DEL PILAR ELEMENTARY SCHOOL**  
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