



REQUEST FOR QUOTATION

Supplier:
Address:
Telephone No.:
e-Mail:
Date received by the supplier:

Requesting Unit: Kias ES
PR No.: 2026-01-006
Quotation No.: 2026-01-006
Date: January 29, 2026
ABC: 69,795.00

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 on or before **February 3, 2026**.


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/Deployment period: 10 working days 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	8	pack	Board Paper, A4, 120 gsm, 100s		
2	10	pack	Sticker Paper, A4, Glossy, 10s		
3	3	box	Parchment Paper, A4, 100s		
4	30	roll	Ribbon, Green-CAR, 1 inch, Satin		
5	2	roll	Ribbon, Gold, 1 inch, Satin		
6	5	piece	Clip Board, Long		
7	1	cart	INK, Toner Cartridge for HP Laser Jet 150A, Black		
8	1	cart	INK, Toner Cartridge for HP Laser Jet 150A, Yellow		
9	2	piece	Battery Megaphone, Rechargeable, Compatible with most megaphone types, with wall charger		
10	1	set	Curtain, Window, Size (L x W x H cm): 1.5m x 2.3m, 3 in 1 set, color: Sky Blue and white		
11	60	piece	Assorted Plastic Flowers, hanging		
12	7	set	Assorted, Plastic Leaves(banyan and mango design)		
13	40	piece	Assorted Plastic Vines		
14	70	piece	Assorted Plastic Flowers, stick		
15	20	piece	Styrofoam, 24" x 48"		
16	2	piece	Styrofoam Cutter, Electric		
17	5	piece	Gluegun, Small		
18	100	piece	Gluegun, Stick, Small		
19	5	bottle	Glue, All purpose, 130g		
20	5	pack	Glitters, 25g/pack, (Red, Blue, Silver, Gold, Green)		
21	3	set	Floral Foam, 20 bricks per box		
22	2	roll	Floral Wire, 100 pcs/roll		
23	2	set	Battery, AA rechargeable, with charger (for the microphone), 4 batteries/set		
24	1	set	Sewing Kit		
25	2	piece	Gun Tacker, Heavy Duty		
26	2	box	Gun Tacker, Wire		

27	1	roll	Tie Wire #16		
28	1	set	Office Table, Glass top with side drawer with centralized lock, Material: Glass top / MDF body – Glass tabletop (1cm thickness) – With 3 side drawers – Locking system with key included Dimension: W120 x D60 x H77 cm W140 x D60 x H77 cm Warranty: 1 year		
29	1	piece	Scanner, Portable, Sheetfed, single-sheet manual feed Minimum speed: 15 ppm Optical resolution: at least 600 × 600 dpi USB 3.0 connectivity, bus-powered Supports PDF, JPEG, and TIFF formats Compatible with Windows Warranty: 1 year		
30	1	set	Megaphone, Rechargeable, long-range (≥1,000 m), 200 W max output, USB/SD/AUX/Bluetooth playback, recording function, rechargeable battery included, 12V DC, lightweight (~1.2 kg), Supports USB, SD/AUX, and Bluetooth With built-in music and siren modes and Warranty		
31	2	set	Headlamp, rechargeable, set Rechargeable LED headlamp with adjustable brightness and beam angle, lightweight and durable, brand new.		
32	1	set	Coffee Maker, Electric 5-cup (600 cc) capacity, auto-drip, with thermo-glass carafe, reusable/washable coffee filter, water level guide, 600 W power, 1-year warranty on electrical parts. With Warranty		
TOTAL					
Purpose:		To procure office supplies, other supplies and materials, and semi-expendable equipment to support school activities, programs, and school operations.			
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.	