



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 Schools Division of Baguio City
PINSAO ELEMENTARY SCHOOL

REQUEST FOR QUOTATION

Standard Form No.: SF-GOOD-60 Revised on May 24, 2004

Standard Form Title: Request for Quotation

Supplier: _____

Address: _____

Telephone No.: _____

E-mail Address: _____

Date received by the Supplier: _____

Requesting Unit: **PINSAO ELEMENTARY SCHOOL**

PR No.: 2026-01-02

Quotation No.: 2026-01-01

Date: January 9, 2026

ABC: **Php 91,000.00**

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 **10:00am of January 13, 2026**.


BEBERLY G. LENGWA

Bids and Awards Committee Chairman

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.
- Entries must be typewritten or legibly written.
- Indicate brand and model of item offered.
- Delivery period within 7 Calendar Days.
- Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	31	bottle	Epson 003 Ink Refill, black		
2	15	bottle	Epson 003 Ink Refill, cyan		
3	15	bottle	Epson 003 Ink Refill, yellow		
4	15	bottle	Epson 003 Ink Refill, magenta		
5	15	piece	Toilet, deodorizer, refill, 50g		
6	15	bottle	Hand Soap, 500ml		
7	46	bottle	Toilet bowl and urinal cleaner, 1L		
8	3	set	Printer, multifunction, printer and scanner		
9	2	set	Speaker, portable, with wireless mic and bluetooth		
10	1	unit	External Drive, 1 TB		
11	1	piece	Desktop RAM, 8gb, DDR4		
12	1	unit	Uninterruptible Power Supply, 650VA, 230V, 360Watts, 4 outlets		
13	1	piece	Mouse, wireless		
14	1	unit	Wi-Fi Router, multi mode, 300 Mbps		
				TOTAL	

Purpose: Procurement of school and office supplies and semi-expandable items

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

Additional Notes:

- 1. Bidders may submit their quotations through our email at pinsaoelementary@gmail.com.

 Signature over Printed Name

 TIN

Canvassed by: _____

 Date/ Telephone No.