



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.: 2026-02-005
 Quotation No.: 2026-02-005
 Date: 02/19/2026
 ABC: Php 103,885.18

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 _____

(Signature)
ALEX G. GUILANDA
 School BAC Chairman

REQUIREMENTS:

5. Mayor's / Business permit
6. PhilGEPS registration number or certificate
7. Omnibus Sworn Statement (for ABC above 50K)
8. 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.	3	unit	PRINTER, 3-in-one printer (Print, Scan, Copy) WITH 2YRS WARRANTY OR 30,000pages whichever comes 1st		
2.	1	unit	Paper cutter, Heavy Duty		
3.	4	unit	Laminating Machine, Heavy Duty		
4.	1	piece	Manual Blood Pressure Apparatus		
5.	3	piece	HDMI Wireless Transmitter & Receiver		
6.	2	piece	HDMI to Male Cable, 2M		
7.	3	piece	HDMI to Male Cable, 10M		
8.	1	unit	WEBCAM		
9.	1	unit	Ring Binder Machine, Heavy Duty		
10.	1	unit	External Hard Drive		
11.	75	piece	Hard Hat for Kids		
12.	40	piece	Hard Hat for Adults		
13.	3	tank	Fire Extinguisher, dry chemical (Refill)		
			Nothing Follows		
Purpose: Procurement of Semi-Expendable Machinery & Equipment.				TOTAL	

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

 Signature over Printed Name

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

