



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 Schools Division of Baguio City
HOLY GHOST EXTENSION ELEMENTARY SCHOOL

REQUEST FOR QUOTATION

Supplier: _____	PR No.: _____	PR No.: 2026-02-014
Address: _____	Quotation No.: _____	2026-02-012
Tel No.: _____	Date: _____	February 20, 2026
e-Mail: _____	ABC (Approved Budget for the Contract):	54,964.00

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 February 27, 2026.

ROSALINDA A. GAYAO
 BAC Chairperson

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 period within _____ Calendar Days.

Item No.	Qty	Unit	Item Description / Specification	Unit Price	Total Price
1	2	set	MARKER, Flourescent		-
2	14	pcs	MARKER, Whiteboard, Blue		-
3	14	pcs	MARKER, Whiteboard, Red		-
4	3	box	PENCIL, lead/graphite, with eraser		-
5	2	pcs	STAMP PAD, felt		-
6	1	box	BALLPEN, GEL TYPE, BLACK		-
7	1	box	BALLPEN, RED		-
8	4	pack	LAMINATING FILM		-
9	4	pack	STICKER PAPER		-
10	7	roll	DOUBLE SIDED TAPE, 24MM		-
11	7	pack	PHOTO PAPER, A4, GLOSS		-
12	30	pcs	CERTIFICATE HOLDER, A4		-
13	4	ream	COLORED PAPER		-
14	4	bottle	INK REFILL, Black 003		-
15	4	bottle	INK REFILL, Cyan 003		-
16	4	bottle	INK REFILL, Magenta 003		-
17	4	bottle	INK REFILL, Yellow 003		-
18	1	bottle	HP GT53/GT53XL Black (90ml - 135ml)		-
19	1	bottle	HP GT52 Cyan (70ml)		-
20	1	bottle	HP GT52 Magenta(70ml)		-
21	1	bottle	HP GT52 Yellow (70ml)		-
23	2	bottle	INK REFILL, CYAN 001		-
24	2	bottle	INK REFILL, MAGENTA 001		-
25	2	bottle	INK REFILL, YELLOW 001		-
26	2	pcs	Highlighter pen		-
27	1	box	STAPLE WIRE, heavy duty (binder type), 23/17		-
28	3	Unit	Leather Office Chair Boss Computer Chair Executive Office Chair Massage Comfort Recliner		-
29	17	pcs	BATTERY, Dry cell,AAA		-

30	40	pcs	BATTERY, Dry cell,AA		-
31	7	twin packs	TOOTH PASTE , CAVITY PROTECTION, VARIOUS FLAVORS EXCEPT SPICY,190 gm		-
32	41	pcs	Toothbrush		-
35	2	can	CLEANER, Toilet Bowl and Urinal		-
36	2	bar	DETERGENT BAR		-
37	4	pouch	DETERGENT POWDER, all purpose		-
38	10	pack	TRASHBAG, XXL size		-
39	1	piece	PHILIPPINE NATIONAL FLAG		-
40	1	bottle	DISHWASHING LIQUID		-
41	2	piece	EXTENSION wire, 10m, 3 outlet		-
42	1	piece	DOOR MAT		-
43	1	pcs	GLUE STICK (FOR GLUE GUN)		-
44	2	pcs	FOOTRUGS		-
45	1	pcs	MOP, SQUEEZE FOAM MOPHEAD		-
46	1	pcs	MEDICINE KIT/FIRST AIDE KIT		-
47	1	pack	COTTON BUDS		-
48	1	pack	COTTON BALLS		-
49	1	pcs	ACEITE DE MANZANILLA,25ML		-
50	50	pcs	BAND AID		-
51	1	pcs	BETADINE		-
52	3	pcs	Heavy Duty Full Body Safety Harness		-
53	6	tube	SHUTTLE COCK, Nylon by 6 pcs		-
54	2	pcs	SPRAY PAINT, BLACK		-
Total	0	0	0		-
			*** nothing follows***		
Total					-

Purpose: For school use

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

Date

Signature over Printed Name

Tin Number

Tel. No. / Cellphone No. / Email

Canvassed by:

DANTE T. COTTONG

Canvasser