



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
 SCHOOLS DIVISION OF BAGUIO CITY  
 DISTRICT 6  
 JOSEFA CARIÑO ELEMENTARY SCHOOL

**REQUEST FOR QUOTATION**

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

Supplier: \_\_\_\_\_ Requesting Unit: **JOSEFA CARIÑO ES**  
 Address: \_\_\_\_\_ PR No.: 2026-02-002  
 Telephone No.: \_\_\_\_\_ Quotation No.: 2026-02-001  
 e-Mail: \_\_\_\_\_ Date: February 3, 2026  
 Date received by the Supplier: \_\_\_\_\_ **ABC: Php 527,755.00**

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 12, 2026**.

*Rosario R. Cawilan*  
**ROSARIO R. CAWILAN**  
 Chairperson, Bids and Awards Committee

**REQUIREMENTS:**

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement (for ABC above 50K)
4. Income/Business Tax Return (for ABC above 500K)

**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 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	150	piece	Cartolina, 100gsm, assorted colors, bright colors		
2	100	piece	CORRECTION TAPE, 8m		
3	120	roll	DOUBLE SIDED TAPE, 24mm		
4	3	box	Envelope, Documentary, Short, 500s		
5	50	box	FASTENER, plastic, 50 sets per box		
6	3	pack	FOLDER with tab, Legal, 100s		
7	150	bottle	Ink, Epson 003 black, 65 ml, genuine		
8	100	bottle	Ink, Epson 003 cyan, 65 ml, genuine		
9	100	bottle	Ink, Epson 003 magenta, 65 ml, genuine		
10	100	bottle	Ink, Epson 003 yellow, 65 ml, genuine		
11	100	bottle	Ink, Refill for Permanent Markers, Black, 30mL		
12	15	ream	Laminating Film, legal		
13	25	roll	Manila Paper, 480pieces per roll		
14	50	box	Marker, Permanent, Black, Broad, Refillable, 12 pieces per box		
15	492	ream	PAPER, MULTIPURPOSE A4, 70gsm		
16	50	piece	Plastic Ring Binder, 0.5inch		



Address: F. Yandoc St., Baguio City  
 Telephone No.: (074) 442-3149  
 E-mail: josefacarinoelemschool@gmail.com/ 136385@deped.gov.ph  
 Facebook Page: DepEd Tayo Josefa Cariño ES



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Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
17	5	piece	Sign Pen, Gel pen, Blue, 0.5mm tip, Length:13.7cm, Diameter: 9.9mm, Weight: 0.36oz		
18	70	pack	Specialty Paper, A4, 180GSM, White, 10 sheets/pack		
19	65	pack	Specialty Paper, Long, 180GSM, White, 8.5"x13", 10 sheets/pack		
20	10	pad	Sticky note pads, 100 Sheets (3X3)		
21	150	roll	TAPE, transparent, 24mm, 50 meters		
22	150	roll	TAPE, transparent, 48 mm, 50 meters		
23	80	gallon	Bleaching Solution, 3785ml		
24	45	piece	BROOM (Walis Tambo)		
25	40	piece	BROOM (Walis Ting-ting)		
26	85	bottle	CLEANER, Toilet Bowl and Urinal, 1L		
27	95	pouch	DETERGENT POWDER, all purpose, 1kg		
28	10	set	Convenience outlet, 2-gang plate (Flat pin with ground)		
29	2	refill	Fire extinguisher, dry chemical, refill, 10lbs		
30	81	can	FLOOR WAX, paste type, red, odorless, 900g		
31	90	piece	Foot rugs		
32	50	bottle	HAND SOAP, liquid, 500mL		
33	20	piece	LED Bulb, 15 watts		
34	20	set	LED Linear Tube, 18 watts, box-type set, double-ended		
35	10	tube	LED Linear Tube, 18 watts, double-ended		
36	1	box	PDX Electrical Wire, No. 14 (75m)		
37	3	piece	PHILIPPINE NATIONAL FLAG		
38	30	pack	Tissue, Interfolded Paper Towel, 150 pulls		
39	130	pack	TOILET TISSUE PAPER, 2 ply, 12 rolls per pack		
40	180	roll/ pack	TRASHBAG, Large size, 26x32, thick, 10 pcs/roll		
41	10	roll/ pack	Trashbag, Medium size, 22x24, thick, 25 pcs/roll		
42	10	roll/ pack	Trashbag, Small size, 18x20, thick, 25 pcs/roll		
43	100	roll/ pack	TRASHBAG, XXL size, 37x40, thick, 10 pcs/roll		
44	65	piece	Whistle, stainless steel with lace		
45	1	unit	Circular Saw 7-1/4"		
46	1	unit	Cutting Machine, 14"		
47	2	unit	Printer, Multifunction Inkjet, Borderless Printing, Print-Scan-Copy		



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Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
48	2	unit	Router, Dual Band, 4 Antennas, 1300 Mbps		
49	1	unit	Welding Machine Inverter, 300amp		
50	1	unit	Welding Tool Fusion Machine		
<b>~NOTHING FOLLOWS~</b>					
<b>TOTAL</b>					

**Purpose:** Procurement of office supplies, other supplies & materials, and semi-expendable machinery & equipment for the months of February and March 2026.

**Additional Notes:**

1. Supplier shall deliver the item to the school within the delivery period.
2. Supplier can attach picture or indicate brand of the offered item.
3. Bidders may submit their quotations through email: [136385@deped.gov.ph](mailto:136385@deped.gov.ph)

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

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
TIN

\_\_\_\_\_  
Date/Telephone No.

Canvassed by:

\_\_\_\_\_  
Canvasser



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