



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Baguio City
LOAKAN ELEMENTARY SCHOOL
District III

REQUEST FOR QUOTATION

Company/Supplier/Store: _____
Address: _____
Telephone No.: _____
E-mail: _____
TIN: _____

PR No.: **2026-01-001**
Quotation No.: **2026-01-001**
Date: **February 24, 2026**
ABC: **Php 130,900.00**

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** signed by your representative not later than **February 27, 2026**.


JOHNNY C. CARCIDO JR.
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.
- ✓ Delivery period within **5** Calendar Days.
- ✓ Price validity shall be for a period of **30** Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	50	ream	Multi-purpose Paper, 70 gsm, A4		
2	50	ream	Multi-purpose Paper, 70 gsm, Long		
3	50	bottle	Epson 003 Ink, Black, genuine/original		
4	50	bottle	Epson 003 Ink, Cyan, genuine/original		
5	50	bottle	Epson 003 Ink, Yellow, genuine/original		
6	50	bottle	Epson 003 Ink, Magenta, genuine/original		
7	5	ream	Specialty paper, white, 120 gsm, Long		
8	5	ream	Specialty paper, white, 120 gsm, short		
9	5	ream	Specialty paper, white, 120 gsm, A4		
10	5	box	Envelope, mailing, white, legal, 500s		
11	400	piece	Certificate Holder, front: plastic, back: cardboard, green, A4		
12	100	piece	Certificate Holder, front: plastic, back: cardboard, green, Long/Legal		
13	50	pcs	Native Lei for guest speakers, green, native cloth (enabel), intricate lei head		
14	60	yards	Cloth for stage backdrop, maroon, satin, thick		
15	1	box	Safety Pins, big, #4 size		
16	10	box	Solid Head Pins, 26mm, 20 pads		
			-NOTHING FOLLOWS -		
			TOTAL		

Purpose: Procurement office and other supplies and materials for the use of school for 1st Quarter of FY 2026



School: Loakan Elementary School
School Address: Loakan Proper, Baguio City
School e-mail address & contact no.: loakanes@gmail.com



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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



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School Address: Loakan Proper, Baguio City
School e-mail address & contact no.: loakanes@gmail.com