



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 Schools Division of Baguio City
 District 7
Irisan 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: **IRISAN ES**
 Address: _____ PR No.: 2026-02-002
 Telephone No.: _____ Quotation No.: 2026-02-002
 E-mail: _____ Date: February 10, 2026
 Date received by the Supplier: _____ **ABC: Php 243,259.18**

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 **February 16, 2026**.


SHELAN G. ANGWAY
 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 **as scheduled**.
- ✓ Price validity shall be for a period of **30** Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1.	5	box	BALLPEN, BLACK		
2.	5	box	BALLPEN, RED		
3.	5	box	BALLPEN, GREEN		
4.	5	box	BUTTERFLY CLIP, SMALL		
5.	5	box	BUTTERFLY CLIP, MEDIUM		
6.	5	box	BUTTERFLY CLIP, LARGE		
7.	5	pack	ENVELOPE, BROWN, A4		
8.	35	bottle	EPSON 003 INK, GENUINE BLACK		
9.	30	bottle	EPSON 003 INK, GENUINE CYAN		
10.	30	bottle	EPSON 003 INK, GENUINE MAGENTA		
11.	30	bottle	EPSON 003 INK, GENUINE YELLOW		
12.	30	bottle	EPSON 664 INK, BLACK		
13.	20	bottle	EPSON 664 INK, CYAN		
14.	20	bottle	EPSON 664 INK, MAGENTA		
15.	20	bottle	EPSON 664 INK, YELLOW		
16.	19	piece	ERASER, WHITEBOARD, MAGNETIC		
17.	2	pack	FOLDER, BROWN A4		
18.	3	pack	FOLDER, EXPANDABLE, LONG, 100s, COLORED		
19.	40	piece	GEL PEN, 0.07 BLACK		
20.	40	piece	MARKER, BROAD, BLACK, REFILLABLE		
21.	20	bottle	MARKER, BROAD, BLACK, REFILL		



Address: Purok 17, Irisan, Baguio City
Telephone No.: (074) 619-1588
E-mail Address: irisan.elem.school@gmail.com
Facebook Page: DepEd Tayo Irisan ES



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22.	30	piece	MARKER, WHITE BOARD, BLACK, REFILLABLE		
23.	30	piece	MARKER, WHITE BOARD, BLACK REFILL		
24.	1	ream	PAPER ONE DIGITAL, 210X297 A4, 120 GSM		
25.	1	ream	PHOTO PAPER, 220 QUAFF		
26.	2	roll	PLASTIC COVER, GAUGE 16		
27.	7	box	SIGN PEN, BLACK		
28.	7	box	SIGN PEN, RED		
29.	7	box	SIGN PEN, GREEN		
30.	70	ream	SPECIAL PAPER, A4, 120 GSM		
31.	20	ream	SPECIAL PAPER, A4, 90 GSM		
32.	5	ream	SPECIAL PAPER, LONG, 120 GSM		
33.	5	ream	SPECIAL PAPER, LONG, 180 GSM		
34.	18	piece	STAPLE WIRE REMOVER, NON PLIER		
35.	5	piece	STAPLER STANDARD		
36.	3	piece	STAPLER ROTATABLE, HEAVY DUTY		
37.	5	pad	STICKY NOTES, WITH SIGN HERE IN ARROW STYLE		
38.	5	piece	TAPE DISPENSER		
39.	100	roll	TAPE, DOUBLE SIDED 1"		
40.	5	roll	TAPE, DUCT 1 1/2"		
41.	20	box	THUMB TACKS		
42.	3	piece	PAPER TRAY, 3-LAYERS, METAL		
43.	1	piece	PUNCHER, 6-HOLE		
44.	20	bottle	DISHWASHING LIQUID		
45.	18	ream	LAMINATING FILM, A4		
46.	18	ream	LAMINATING FILM, LONG		
47.	2	ream	PAPER, COLORED, ASSORTED A4		
48.	200	piece	PAPER, MANILA		
49.	15	box	PUSH PIN		
50.	1	box	BOOK SCREW DOCKING 4"		
51.	10	pack	SANITARY NAPKIN		
52.	20	pack	TISSUE, 2-PLY		
53.	18	piece	BATHSOAP		
54.	50	roll	TRASH BAG, LARGE		
55.	50	roll	TRASH BAG, XXL		
56.	450	piece	HARD HAT, ORANGE COLOR, SMALL SIZE		
57.	2	piece	SPINE BOARD, small		
58.	100	pack	DETERGENT POWDER, 500G		
59.	100	bottle	ZONROX, 1000 ML		
				TOTAL	
Purpose: Procurement of office supplies for school use (MOOE January fund).					



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

Canvassed by:

_____ *Canvasser*

Signature over Printed Name

TIN

DATE

