



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY
 MABINI ELEMENTARY SCHOOL

REQUEST FOR QUOTATION

| | |
|---|--|
| Supplier: _____ | Requesting Unit: MABINI ELEMENTARY SCHOOL |
| Address: _____ | PR No.: PR No.: 2026-02-010 |
| Tel. #: _____ | Quotation No.: 2026-02-010 |
| e-Mail: _____ | Date: February 2, 2026 |
| Date Received by the Supplier: _____ | ABC: P67,250.00 |

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 6, 2026*

[Signature]
YOLANDA P. BESTOTON-CHAN

Bids and Awards Committee Chairperson

Note:

- Submit RFQ together with the requirements
- All entries must be typewritten or legibly written
- Delivery period within _____ Calendar days
- Price validity shall be period of 30 days.

Requirements:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Income Business Tax Return (for ABC above 500,000.00)
4. Omnibus Sworn Statement (for ABC above 50,000.00)

| Item No. | Qty. | Unit | Item Description | Unit Price | Total Price |
|--|------|--------|--|------------|-------------|
| 4010-1605 | 120 | ream | PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream | | |
| 4010-0328 | 10 | bottle | Brother Ink, black | | |
| 4010-0333 | 10 | bottle | Brother Ink, cyan | | |
| 4010-0334 | 10 | bottle | Brother Ink, magenta | | |
| 4010-0335 | 10 | bottle | Brother Ink, yellow | | |
| 4010-0322 | 10 | bottle | Epson Ink 003, black | | |
| 4010-0323 | 10 | bottle | Epson Ink 003, cyan | | |
| 4010-0324 | 10 | bottle | Epson Ink 003, magenta | | |
| 4010-0325 | 10 | bottle | Epson Ink 003, yellow | | |
| 4010-0318 | 10 | bottle | Epson Ink 664, black | | |
| 4010-0319 | 10 | bottle | Epson Ink 664, cyan | | |
| 4010-0320 | 10 | bottle | Epson Ink 664, magenta | | |
| 4010-0321 | 10 | bottle | Epson Ink 664, yellow | | |
| | 5 | ream | Certificate Paper Legal 120gsm white 500's | | |
| | | | ***Nothing Follows*** | | |
| TOTAL: | | | | | |
| PURPOSE for school and office use for the first quarter | | | | | |

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

 Signature over Printed Name

 TIN #

canvassed by:



MABINI ELEMENTARY SCHOOL
 Leonard Wood Rd., Salud Mitra, Baguio City
 Landline: 074-424-6236