



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
Brookspoint Elementary School

REQUEST FOR QUOTATION

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

Supplier: _____ Requesting Unit: Brookspoint Elementary School
 Address: _____ PR No.: **2026-03-001**
 Telephone No.: _____ Quotation No.: 2026-01-001
 e-Mail: _____ Date: February 11, 2026
 Date received by the Supplier: _____ **ABC: ₱ 49,000.00**

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 20, 2026.

NIEVES DOMAY YANGYANG-TORIBIO
 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 5 Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Day

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	1	unit	Copier- Monochrome Copier/Network Printer/Network Color Scanner, Laser Toner Technology, Warm-up time: 18 seconds or less, Copy/Print Speed:21ppm(A4); 10ppm (A3), Scan Speed: B/W:30ppm, Color:26ppm (1 pass, 2 sided scan: B/W 40 ppm, Color:38ppm) Memory:512MB, Interface: USB 2.0 and Ethernet (100 Base-TX/10 Base-T) Network, Tray Capacity: Tray 1- 250 sheets & bypass tray= 100 sheets, Automatic Duplex Document Feeder: 110 sheets capacity, Output paper weight from 60 to 218 gsm, Other Features: R/E from 25%-400%, ID Cars Copy & multiple-up, Delivery, installation and operators training, One year warranty and lifetime free service, Within Service Center office in Baguio City for quick onsite service support.		
TOTAL					
Purpose: For printing of activity sheets and other learning materials.					

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

Canvassed by:

RICK JOHN T. QUIDMAS
Teacher I



Signature over Printed Name

Tin No.

Date/Telephone No.