



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 27, 2026
 Date received by the Supplier: _____ ABC: **Php 238,387.00**

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 **March 6, 2026**.


SHELA H. 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.	2	pack	FOLDER, BROWN A4		
17.	3	pack	FOLDER, EXPANDABLE, LONG, 100s, COLORED		
18.	40	piece	GEL PEN, 0.07 BLACK		
19.	1	ream	PAPER ONE DIGITAL, 210X297 A4, 120 GSM		
20.	1	ream	PHOTO PAPER, 220 QUAFF		
21.	1	roll	PLASTIC COVER, GAUGE 16		



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.	7	box	SIGN PEN, BLACK		
23.	7	box	SIGN PEN, GREEN		
24.	70	ream	SPECIAL PAPER, A4, 120 GSM		
25.	20	ream	SPECIAL PAPER, A4, 90 GSM		
26.	5	ream	SPECIAL PAPER, LONG, 120 GSM		
27.	5	ream	SPECIAL PAPER, LONG, 180 GSM		
28.	18	piece	STAPLE WIRE REMOVER, NON PLIER		
29.	5	piece	STAPLER STANDARD		
30.	5	pad	STICKY NOTES, WITH SIGN HERE IN ARROW STYLE		
31.	5	piece	TAPE DISPENSER		
32.	100	roll	TAPE, DOUBLE SIDED 1"		
33.	5	roll	TAPE, DUCT 1 1/2"		
34.	20	box	THUMB TACKS		
35.	3	piece	PAPER TRAY, 3-LAYERS, METAL		
36.	20	bottle	DISHWASHING LIQUID		
37.	18	ream	LAMINATING FILM, A4		
38.	18	ream	LAMINATING FILM, LONG		
39.	2	ream	PAPER, COLORED, ASSORTED A4		
40.	200	piece	PAPER, MANILA		
41.	15	box	PUSH PIN		
42.	10	pack	SANITARY NAPKIN		
43.	18	piece	BATHSOAP		
44.	150	roll	TRASH BAG, LARGE TRANSPARENT		
45.	150	roll	TRASH BAG, XXL TRANSPARENT		
46.	450	piece	HARD HAT, ORANGE COLOR, SMALL SIZE		
47.	2	piece	SPINE BOARD, small		
48.	100	pack	DETERGENT POWDER, 500G		
49.	100	bottle	ZONROX, 1000 ML		
				TOTAL	
Purpose: Procurement of supplies for school use (MOOE Feb-Mar fund).					

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



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