



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 Schools Division of Baguio City
PINSAO ELEMENTARY SCHOOL

REQUEST FOR QUOTATION

Standard Form No.: SF-GOOD-60 Revised on May 24, 2004

Standard Form Title: Request for Quotation

Supplier: _____

Address: _____

Telephone No.: _____

E-mail Address: _____

Date received by the Supplier: _____

Requesting Unit: **PINSAO ELEMENTARY SCHOOL**

PR No.: 2026-02-08

Quotation No.: 2026-02-05

Date: February 4, 2026

ABC: **Php 179,191.00**

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 **5:00pm of February 6, 2026**.

BEBERLY G. LENGWA

Bids and Awards Committee Chairman

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.
- Entries must be typewritten or legibly written.
- Indicate brand and model of item offered.
- Delivery period within 7 Calendar Days.
- Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	20	piece	Ballpen, black		
2	20	piece	Ballpen, blue		
3	20	piece	Ballpen, green		
4	50	ream	Bond Paper, 70 gsm, A4		
5	40	ream	Bond Paper, 70 gsm, Long		
6	300	piece	Certificate holder, A4		
7	10	ream	Colored paper, legal, assorted		
8	50	piece	Correction tape		
9	40	piece	Data File Box, dark green		
9	26	piece	Desktop Paper organizer, drawer type, 4 layers, legal		
10	40	bottle	Epson 003 Ink Refill, black		
11	35	bottle	Epson 003 Ink Refill, cyan		
12	35	bottle	Epson 003 Ink Refill, magenta		
13	35	bottle	Epson 003 Ink Refill, yellow		
14	6	bottle	Brother D60 Ink Refill, black		
15	5	bottle	Brother D60 Ink Refill, cyan		
16	5	bottle	Brother D60 Ink Refill, yellow		
17	5	bottle	Brother D60 Ink Refill, magenta		
18	10	bottle	HP GT52 Ink Refill, black		
19	5	bottle	HP GT52 Ink Refill, cyan		
20	5	bottle	HP GT52 Ink Refill, yellow		
21	5	bottle	HP GT52 Ink Refill, magenta		
22	10	bottle	Eraser, for whiteboard/blackboard		
23	10	bottle	Glue, 130ml		
24	10	piece	Glue gun		

25	6	pack	Glue stick, 100 pcs		
26	5	ream	Laminating Film, A4		
27	8	ream	Laminating Film, legal		
28	10	pad	Notepad, stick on, 2" x 2"		
29	67	piece	Manila paper		
30	12	piece	Felt paper, 27"x21"		
31	4	pack	Push pin, 36 pcs		
32	4	set	Pins, headed		
33	10	box	Thumbtacks		
34	6	ream	Specialty paper, 120 gms, legal		
35	6	ream	Specialty paper, 180 gms, legal		
36	22	ream	Specialty paper, 180 gms, letter		
37	10	pack	Sticker paper, A4, 10pcs		
38	20	roll	Tape, double sided, 1"		
39	20	roll	Tape, masking, 1"		
40	20	roll	Tape, masking, 2"		
41	30	roll	Tape, transparent, 1"		
42	30	roll	Tape, transparent, 2"		
43	12	piece	Whiteboard Marker, blue		
44	10	yard	Magnetic Plastic Cover		
45	2	unit	External Drive, 1 TB		
46	1	piece	Uninterruptible Power Supply. 650VA. 230V. 360Watts, 4 outlets		
				TOTAL	

Purpose: Procurement of school and office supplies

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

Additional Notes:

1. Bidders may submit their quotations through our email at pinsaoelementary@gmail.com.

Signature over Printed Name

TIN

Date/ Telephone No.

Canvassed by:
