



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

Requesting Unit: **PINSAO ELEMENTARY SCHOOL**

PR No.: 2026-02-07

Supplier: \_\_\_\_\_

Quotation No.: 2026-02-04

Address: \_\_\_\_\_

Date: February 4, 2026

Telephone No.: \_\_\_\_\_

ABC: **Php 97,996.00**

E-mail Address: \_\_\_\_\_

Date received by the Supplier: \_\_\_\_\_

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**.

  
**BEBERCY 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	6	pc	Bathroom floor scrub brush with long handle		
2	40	bot	Bleach, 1L		
3	5	kilo	Cleaning Rags		
4	50	kilo	Detergent Powder		
5	30	can	Dishwashing Paste, 400-500g		
6	8	piece	Dust pan, heavy duty		
7	5	gallon	Fabric conditioner/Softener, 1gal		
8	20	yard	Floor mat, rubberized linoleum, 6ft		
9	100	bot	Floor wax, liquid type, red, 500ml		
10	10	piece	Paint Brush, 4"		
11	10	set	Paint Roller with tray, 9"		
12	10	pair	Protective gloves, rubber and cloth		
13	6	pc	Spray bottle, plastic, 500ml		
14	10	pc	Sponge mop with long handle		
15	10	pack	Tissue Paper, Interfolded		
16	30	pack	Toilet Tissue Paper, 2 ply, 12 rolls		
17	40	roll	Trash bag, transparent, L		
18	60	roll	Trash bag, transparent, XL		
19	100	roll	Trash bag, transparent, XXL		
				<b>TOTAL</b>	

**Purpose:** Procurement of other supplies and materials for school operation

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 [pinsaolelementary@gmail.com](mailto:pinsaolelementary@gmail.com).

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 TIN

\_\_\_\_\_  
 Date/ Telephone No.

Canvassed by: \_\_\_\_\_