



**Republic of the Philippines**  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
 SCHOOLS DIVISION OFFICE OF BAGUIO CITY  
 GIBALTAR ELEMENTARY SCHOOL  
 Purok 5, Gibraltar Barangay, Baguio City

**REQUEST FOR QUOTATION**

Supplier:	Requesting Unit: <b>GIBALTAR ELEMENTARY SCHOOL</b>
Address:	PR. No.: <b>2026-03-11</b>
Telephone No.:	Quotation No.: <b>2026-03-10</b>
E-mail Address:	Date: <b>March 3, 2026</b>
Date received by Supplier:	ABC: <b>₱ 120,695.85</b>

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**.

*Princess M. Perez*  
**PRINCESS M. PEREZ**  
 School BAC 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.
- ✓ All entries must be typewritten or legibly written.
- ✓ Indicate brand and model of item offered.
- ✓ Delivery period within 10 Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
<b><i>Office Supplies</i></b>					
1	pack	File tab divider, A4	3		
2	pack	File tab divider, legal	3		
3	pack	Folder, L-type, A4, 12's	2		
4	pack	Folder with tab, A4	3		
5	pack	Folder with tab, legal	1		
6	ream	Paper, multipurpose, 70gsm, A4	45		
7	ream	Paper, multipurpose, 70gsm, legal	20		
8	bottle	Printer Ink, genuine, 003, black	10		
9	bottle	Printer Ink, genuine, 003, cyan	10		
10	bottle	Printer Ink, genuine, 003, magenta	10		
11	bottle	Printer Ink, genuine, 003, yellow	10		
12	bottle	Printer Ink, genuine, 664, black	4		
13	bottle	Printer Ink, genuine, 664, cyan	4		
14	bottle	Printer Ink, genuine, 664, magenta	4		
15	bottle	Printer Ink, genuine, 664, yellow	4		
16	bottle	Printer Ink, genuine, GT-53, black	2		
17	bottle	Printer Ink, genuine, GT-52, cyan	2		
18	bottle	Printer Ink, genuine, GT-52, magenta	2		
19	bottle	Printer Ink, genuine, GT-52, yellow	2		
20	bottle	Printer Ink, genuine, GI-790, black	2		
21	bottle	Printer Ink, genuine, GI-790, cyan	1		
22	bottle	Printer Ink, genuine, GI-790, magenta	1		
23	bottle	Printer Ink, genuine, GI-790, yellow	1		
24	piece	Sign Pen, medium tip, black	5		
25	piece	Sign Pen, medium tip, blue	5		
26	roll	Tape, double-sided, 12mm	4		
27	roll	Tape, double-sided, 24mm	4		
28	roll	Tape, transparent, 24mm	5		
29	piece	Tape Dispenser, table top, standard size	17		
<b><i>Other Supplies</i></b>					
30	gallon	Bleach, 3.7 liters	4		
31	piece	Electrical Outlet Socket with plug, multi-socket	10		



**GIBALTAR ELEMENTARY SCHOOL**  
 Address: Purok 5 Gibraltar Barangay, Baguio City  
 Telephone Number: 619-3490  
 Email Address: 136402@deped.gov.ph



32	meter	Electrical Wire, flat cord, #14	25		
33	meter	Electrical Wire, flat cord, #20	20		
34	piece	Monobloc Chair, with back rest, heavy duty, beige	20		
35	set	Padlock, long shackle, heavy duty	5		
36	pack	Tissue, interfolded paper towel, 120 pulls min.	10		
37	piece	Toilet Deodorizer	20		
<b><i>Safety and Preventive Equipment and Supplies</i></b>					
38	piece	Emergency Survival Blanket	21		
39	set	First Aid Kit	21		
40	piece	Flashlight	21		
41	piece	Hard Hat, for adults, type 1, orange	20		
42	piece	Rain Coat, for adults, disposable	21		
43	piece	Whistle	21		
<b><i>Fire Prevention Seminar Training Supplies</i></b>					
44	piece	Fire Extinguisher Refill	2		
45	piece	LPG Refill	2		
<b><i>Gardening Supplies and Materials</i></b>					
46	piece	Bareta, 5ft	1		
47	pair	Garden Gloves, polyurethane coated	10		
48	meter	Garden Hose, 1/2"	20		
49	set	Garden Pots, plastic, hanging, vertical, 10's	10		
50	piece	Garden Pots, plastic, with drainage, polygon, durable, 18.4cm, green	25		
51	piece	Garden Pots, plastic, with drainage, polygon, durable, 23cm, red/maroon	25		
52	piece	Garden Rake, with long handle	1		
53	set	Garden Tools, mini, 3-in-1 (shovel, rake, trowel)	10		
54	bag	Loam Soil, complete potting mix	15		
55	pair	Pruning Shears, standard size	3		
56	pack	Seeds, aluminum foil packaging, assorted vegetables	20		
57	piece	Seedling Tray, 104 holes	10		
58	piece	Water Sprinkler, plastic, 4-liter capacity	10		
<b><i>Sports Equipment and Supplies</i></b>					
59	piece	Agility Ladder, 8m	2		
60	set	Arnis Sticks, kamagong	10		
61	piece	Gymnastics Mat, thick, big size, 1m x 1m	8		
62	piece	Javelin, 500g	1		
63	piece	Shot Put, 2kg	1		
64	piece	Sports Training Cones, 9"	20		
65	piece	Volleyball Net, tournament size	1		
<b>TOTAL</b>					
<b>Purpose:</b>	Procurement of office supplies and other supplies.				

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

Canvassed by:

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

\_\_\_\_\_  
Tin Number

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