



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 SCHOOLS DIVISION OF BAGUIO CITY
 DISTRICT II
FORT DEL PILAR ELEMENTARY SCHOOL
 Fort del Pilar, Baguio City



REQUEST FOR QUOTATION

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

Supplier: _____
 Address: _____
 Telephone No.: _____
 eMail: _____
 Date received by the Supplier: _____

PR No.: **PR-2026-03-005**
 Quotation No.: **Q-2026-03-004**
 Date: **03/02/2026**
 ABC: **₱105,054.15**

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 5, 2026; 9:00 AM.**

LUCIA P. PANGKET
 BAC Chairman

REQUIREMENTS:

1. Mayor's / Business Permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement

Note:

- Submit RFQ together with the requirements
- All entries must be typewritten or legibly written
- Delivery period **on or before 5 WD upon receipt of NTP/PO whichever is applicable.**
- Price validity shall be for a period of **30 Calendar Days**

NOTE: Pls Indicate the brand or specs of your offering if applicable

Pls. check applicable: Free Delivery? Can Comply Cannot Comply

Item No.	Qty	Unit	Item Description	Bidder's Specs	Unit Price	Total Price
1.	5	pack	Photopaper, A4, 10's			
2.	82	bottle	genuine epson ink, 003, Black, 65ml			
3.	41	bottle	genuine epson ink, 003, Cyan, 65ml			
4.	41	bottle	genuine epson ink, 003, Magenta, 65ml			
5.	41	bottle	genuine epson ink, 003, Yellow, 65ml			
6.	4	bottle	genuine epson ink, 664, Black, 70ml			
7.	2	bottle	genuine epson ink, 664, Cyan, 70ml			
8.	2	bottle	genuine epson ink, 664, Magenta, 70ml			
9.	2	bottle	genuine epson ink, 664, Yellow, 70ml			
10.	2	bottle	Brother, Black, 108ml			
11.	1	bottle	Brother, Cyan, 48.8ml			
12.	1	bottle	Brother, Magenta, 48.8ml			
13.	1	bottle	Brother, Yellow, 48.8ml			
14.	10	roll	ribbon, 1", royal blue, 50 yd			
15.	7	roll	ribbon, 1", golden yellow, 50 yd			
16.	25	stick	glue stick (for glue gun), big size			
17.	5	pack	special paper, white, 180gsm, Short, 100's			
18.	46	pack	special paper, white, 180gsm, A4, 100's			
19.	5	pack	special paper, white, 180gsm, Long, 100's			

Item No.	Qty	Unit	Item Description	Bidder's Specs	Unit Price	Total Price
20.	41	piece	clear book, long, 80 pockets			
21.	1	box	ENVELOPE, Documentary, A4, 500s			
22.	82	roll	TAPE, transparent, 24mm			
23.	82	roll	TAPE, transparent, 48 mm			
24.	41	roll	TAPE, masking, 48 mm			
25.	123	piece	permanent marker, broad			
26.	123	piece	MARKER, Whiteboard, Black			
27.	123	piece	Correction tape, 8m			
28.	1	ream	Laminating Film, 100's, 125MIC, legal			
29.	3	book	Official Record Book, 300 pages			
30.	12	piece	AA Battery, dry cell			
31.	12	piece	AAA Battery, dry cell			
32.	41	set	first aid kit set			
TOTAL						
Purpose: for school and office use (Feb 2026)						

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

Canvassed by:

Printed Name Over Signature

Signature over Printed Name

TIN

Date / Telephone No.



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