



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
BAGUIO CENTRAL SCHOOL

MOOE Fund

REQUEST FOR QUOTATION

Company/Supplier/Store:

Address:

Telephone No.:

e-Mail:

TIN:

PR No.: 2026-03-013

Quotation No.: 2026-03-013

Date: March 16, 2026

ABC Php **120,175.00**

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 19, 2026 @9AM.**

CGW
CARINA G. WALSIYEN

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 on or before **MARCH 31, 2026**
- ✓ Price validity shall be for a period of **30 Calendar Days.**

Item No.	Qty.	Unit	Item Description	Supplier's Remarks (for item specification)	Unit Price	Total Price
1	120	bottle	Epson T664, Black original			
2	75	bottle	EpsonT664, Cyan original			
3	75	bottle	Epson T664, Magenta original			
4	75	bottle	Epson T664, Yellow original			
5	100	piece	Envelope, Plastic, Long			
6	120	roll	TAPE, transparent, 24mm			
7	120	roll	TAPE, transparent, 48 mm			
8	50	roll	TAPE, Double Sided, 24mm			
9	100	roll	TAPE Masking, 48mm			
10	40	piece	CERTIFICATE HOLDER, A4, red in color			
11	3	pack	FOLDER WITH TAB, Long 100s			
					TOTAL	

Purpose: Procurement of office supplies.

Additional Note: 1. Supplier shall deliver the items to the school within the delivery period.

2. Bidders may submit their quotations through email: baguiocentralschool@gmail.com

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

 Signature over Printed Name / Date

Canvassed by:

 Tin

 Canvasser

 Tel. No./ Cellphone No.