



**Republic of the Philippines**  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

**REQUEST FOR QUOTATION**

Company/Supplier/Store: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_  
 e-Mail: \_\_\_\_\_  
 TIN: \_\_\_\_\_

PR No.: 2026-03-006  
 Quotation No.: 2026-03-006  
 Date: 03/03/2026  
 ABC: Php 113,431.30

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 \_\_\_\_\_

**ALEX G. GUILANDA**  
 School BAC Chairman

<b>REQUIREMENTS:</b> 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)	<b>Note:</b> ✓ Submit RFQ together with the requirements. ✓ All entries must be typewritten or legibly written. ✓ Delivery period within _____ Calendar Days. ✓ Price validity shall be for a period of _____ Calendar Days.
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Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1.	100	roll	Tape, Double Sided, width: 24mm x 10m, big roll		
2.	40	ream	Laminating Film, A4, 80 mic		
3.	40	ream	Laminating Film, Legal, 80 mic		
4.	30	ream	Laminating Film, A3, 80 mic		
5.	112	pack	Special Paper, A4 90gsm, Pale Cream, 10 pcs		
6.	120	piece	Plastic Folder, L-Type, A4		
7.	120	pack	Photopaper, A4, 120gsm, 100 sheets		
8.	8	piece	Fire Extinguisher, dry chemical		
9.	245	piece	Certificate Holder, 9x12 inch.		
			***Nothing Follows***		
				<b>TOTAL</b>	

Purpose: Procurement of Office Supplies & Semi-Expendable Machinery & Equipment.

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

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



**ADDRESS:** GEFA Brgy., Lower QM, Baguio City  
**TELEPHONE NUMBER:** 442-4069  
**EMAIL ADDRESS:** aginaldoelementary@gmail.com