



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
SAN VICENTE ELEMENTARY SCHOOL
 Brgy San Vicente, 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.:
 e-Mail:
 Date received by the Supplier:

Requesting Unit: San Vicente Elem School
 PR No.: 2026-03-002
 Quotation No.: 2026-03-001
 Date: March 6, 2026
 ABC: **60,980.00**

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 11,2026

J. D. Dagen
JANET K. DÄGÄGEN
 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 5 Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	155	reams	MULTI PURPOSE COPY 70GSM LEGAL		
2	35	reams	MULTI PURPOSE COPY 70GSM A4		
3	2	Bot	CANON INK (SET) BLACK,MAGENTA,CYAN, YELLOW		
4	28	bot	EPSON INK T664		
5	4	bot	EPSON INK 003		
6	3	PC	RISO INK		
7	2	PC	RISO MASTER		
			x x x x x x x		

Purpose: PROVISION FOR THE PRINTING OF THE 4TH QUARTER EXAM FOR SY -2025-2026

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 No.

 Date:

Alice D. Milan

Canvassed by:
