



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.: 2026-04-019

Quotation No.: 2026-04-019

Date: April 20, 2026

ABC Php **76,260.00**

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 **April 24, 2026 @9AM.**


CARINA G. WALSIYEN

Chairperson, Bids and Awards Committee

REQUIREMENTS:	Note:
1. Mayor's / Business permit	✓ Submit RFQ together with the requirements.
2. PhilGEPS registration number or certificate	✓ All entries must be typewritten or legibly written.
3. Omnibus Sworn Statement (for ABC above 50K)	✓ Delivery period on or before JUNE 30, 2026
4. Income/Business Tax Return (for ABC above 500K)	✓ 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	6	bottle	Canon Ink for CISS, black			
2	6	bottle	Canon Ink for CISS, cyan			
3	6	bottle	Canon Ink for CISS, magenta			
4	6	bottle	Canon Ink for CISS, yellow			
5	100	ream	Paper, Multipurpose, A4, 70gsm			
6	200	ream	Paper, Multipurpose, Long, 70gsm			
7	2	pack	Envelope, Kraft, Brown, A4, 50s per pack			
8	10	pack	Envelope, Kraft, Brown, Long, 50s per pack			
9	60	pack	Folder, A4, L-Type, plastic, white, 50pcs per pack			
TOTAL						

Purpose: Procurement of supplies for operations.

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.