



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-2026-05-011  
 Quotation No.: Q-2026-05-010  
 Date: 05/22/2026  
 ABC: ₱141,920.84

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 **May 29, 2026; 9:00 AM.**

**LUCIA R. PANGKET**  
 BAC Chairman

**REQUIREMENTS:**

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

**Note:**

- Submit RFQ together with the requirements
- All entries must be typewritten or legibly written
- Delivery period **on or before 7 WD upon receipt of PO or NTP, whichever is applicable**
- Price validity shall be for a period of **30 Calendar Days**

NOTE: <b>Pls Indicate the brand or specs of your offering if applicable</b> (Preferably within Baguio City Suppliers)						
Pls. check applicable: <b>Free Delivery?</b> <input type="checkbox"/> Can Comply <input type="checkbox"/> Cannot Comply						
Item No.	Qty	Unit	Item Description	Bidder's Specs	Unit Price	Total Price
1.	114	ream	paper, mult-copy, A4, 80gsm			
2.	2	bottle	glue, all-purpose, 130g			
3.	84	pack	toilet tissue paper, 2-ply, 12's			
4.	5	rolls	double sided tape, 1", tissue type, 40yrds			
5.	2	pcs	Correction tape, 8m			
6.	2	bottle	genuine epon ink, 664, Black, 70ml			
7.	45	pack	art paper, 100s			
8.	2	bottle	Brother, Black, 108ml			
9.	1	bottle	Brother, Cyan, 48.8ml			
10.	1	bottle	Brother, Magenta, 48.8ml			
11.	1	bottle	Brother, Yellow, 48.8ml			
12.	5	pack	Photopaper, A4, 10's			
13.	25	stick	glue stick (for glue gun), big size			
14.	500	piece	manila paper			
15.	82	roll	TAPE, transparent, 24mm, 50 meters length			
16.	83	roll	TAPE, masking, 24 mm, 50 meters length			
17.	123	piece	permanent marker, broad			
18.	124	piece	MARKER, Whiteboard, Black			
19.	41	piece	STAPLER, standard type			
20.	123	piece	Correction tape, 8m			

Item No.	Qty	Unit	Item Description	Bidder's Specs	Unit Price	Total Price
21.	41	piece	Scissors , all-purpose, 8-1/4"			
22.	41	piece	TAPE DISPENSER, table top			
23.	42	box	plastic fastener			
24.	2	box	gun tacker wire			
25.	7	piece	HD pruning scissors/grass cutter			
26.	45	piece	Certificate holder, A4			
27.	1	piece	MARKER, Permanent, Black			
28.	88	pack	special paper, white, 180gsm, A4, 100's			
29.	42	ream	Laminating Film, 100's, 125MIC, legal			
30.	2	sets	flash card, A to Z (1 set for letters only; 1 set for letters with pictures)			
31.	38	pack	trash bag, Xlarge			
32.	38	pc	stick broom/walis tingting			
33.	38	pc	soft broom/walis tambo			
34.	38	pouch	detergent powder, all purpose			
35.	38	bottle	cleaner, toilet bowl and urinal			
36.	38	pc	dipper (tabo)			
37.	38	pc	brush with long handle			
38.	3	pack	trash bag, black, medium, 25's			
39.	10	pack	trash bag, black, XXL, 10's			
40.	3	bottle	cleaner, toilet bowl and urinals			
41.	2	pouch	detergent powder, all purose			
42.	2	bottle	dishwashing liquid, 1L			
<b>TOTAL</b>						
<b>Purpose:</b> for School & Office Use (May-June 2026 MOOE)						

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.



**FORT DEL PILAR ELEMENTARY SCHOOL**  
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