



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
 Schools Division of Baguio City

**HOLY GHOST EXTENSION ELEMENTARY SCHOOL**

**REQUEST FOR QUOTATION**

|           |       |   |                     |
|-----------|-------|---|---------------------|
| Supplier: | _____ | PR No.:                                 | PR No.: 2026-05-024 |
| Address:  | _____ | Quotation No.:                          | 2026-05-020         |
| Tel No.:  | _____ | Date:                                   | May 18, 2026        |
| e-Mail:   | _____ | ABC (Approved Budget for the Contract): | 74,050.00           |

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 **May 21, 2026**.

  
**ROSALINDA A. GAYAO**  
 BAC Chairperson

**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 \_\_\_\_\_ Calendar Days.

| Item No.     | Qty | Unit | Item Description / Specification   | Unit Price | Total Price |
|--------------|-----|------|--|------------|-------------|
| 1            | 3   | Unit | Tablet, 8 gig RAM, 128 storage, mediatech processor 6685/(11nm),with keyboard  |            | -           |
| 2            | 1   | Unit | PRINTER, 3 IN - 1 Function, Print, Scan, Copy, Fax with 35-sheet ADF (A4)., Capable of printing A3, Super B (13 x 19"), Indian Legal, Letter, A4, B4, B5, A5, B6, A6, and Envelopes, Print Resolution: 4800 x 1200 dpi, Scanner: Flatbed (up to 216 x 356 mm).Paper Handling: 250-sheet front tray, 20-sheet rear slot.<br>Ink System: 4-color EcoTank (Pigment Black, Dye Color).<br>Page Yield: ~7,500 pages (black), ~6,000 pages (color).<br>Dimensions & Weight: 498 x 358 x 245 mm; 9.7 kg |            | -           |
| 3            | 1   | Unit | 24-fort gigabit switch   |            | -           |
|              |     |      | *** nothing follows***   |            | -           |
|              |     |      | *** nothing follows***   |            | -           |
| <b>Total</b> |     |      |  |            | -           |

Purpose: For school use

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Tin Number

\_\_\_\_\_  
Tel. No. / Cellphone No. / Email

Canvassed by:

\_\_\_\_\_  
Canvasser