



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Division of Baguio City
District 10



PACDAY QUINIO ELEMENTARY SCHOOL
Km. 4, Asin Road, Baguio City

REQUEST FOR QUOTATION

Standard Form: SF-GOOF-60

Revised on: May 24, 2004

Standard Form Title: Request for Quotation

Supplier:

Address:

Telephone: No.:

Email:

Date Received by the Supplier:

Requesting Unit: Pacday Quinio ES

PR No.:2026-05-001

Quotation No.: 2026-05-001

Date: May 13, 2026

ABC: 96,256.00

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 18, 2026.


ARTHUR U. MANGILI

Chairperson, Bids and Awards Committee

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 requirements.
- ✓ All entries must be type written or legibly written.
- ✓ Indicate brand and model of item offered.
- ✓ Delivery period within _____ Calendar Days
- ✓ Price validity shall be for a period of 30 Calendar Days

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	25	bottle	EPSON INK, BLACK 003		
2	25	bottle	EPSON INK, CYAN 003		
3	25	bottle	EPSON INK, MAGENTA 003		
4	25	bottle	EPSON INK, YELLOW 003		
5	5	bottle	EPSON INK, BLACK 664		
6	5	bottle	EPSON INK, CYAN 664		
7	5	bottle	EPSON INK, MAGENTA 664		
8	5	bottle	EPSON INK, YELLOW 664		
9	20	roll	BINDER CLIP, 3/4 inch		
10	20	roll	BINDER CLIP, 1 inch		
11	5	box	BINDER CLIP, 2 inches		
12	10	box	DATA FILE BOX, green		
13	1	box	ENVELOPE, EXPANDING KRAFT, LEGAL SIZE		
14	5	piece	FASTENER, METAL		
15	6	piece	NOTEPAD, STICK-ON, 50MM X 76MM		

16	10	box	PAPER CLIP, SMALL		
17	70	ream	PAPER, MULTI-PURPOSE, A4		
18	3	box	PENCIL WITH ERASER		
19	2	pair	SCISSORS, BIG		
20	2	piece	STAMP PAD, FELT		
21	10	roll	TAPE, MASKING, 24MM		
22	10	roll	TAPE, PACKAGING, 48MM		
23	10	roll	TAPE, TRANSPARENT, 24MM		
24	2	piece	MARKER, WIDE AND BROAD, JUMBO SIZE		
25	50	piece	CERTIFICATE HOLDER		
26	50	piece	MANILA PAPER		
27	5	pack	SPECIAL PAPER, WHITE, 180 GSM, A4, 100's		
28	16	piece	CEILING RECEPTACLE		
29	10	roll	ELECTRICAL TAPE		
30	3	piece	HAND HELD STEEL DUSTPAN		
31	10	piece	WALIS TINGTING		
32	16	piece	LED BULB 25 WATT		
33	50	pack	HAND SOAP BAR, 60G		
34	5	piece	SOAP HOLDER, PLASTIC, BAR FORMS		
35	35	piece	WHISTLE		
36	5	piece	PHILIPPINE NATIONAL FLAG		
37	100	pack	SANITARY NAPKINS		
38	5	pack	BATTERY AA		
39	5	pack	BATTERY, D		
40	3	piece	FLASHLIGHT, BATTERY OPERATED, D SIZE		
41	1	piece	ELECTRIC BELL, 10 INCHES		
42	1	piece	GASOLINE CONTAINER, 5 LITERS		
43	1	piece	STRETCHER, HEAVY DUTY, with strap		
44	1	piece	HEAVY DUTY EXTENSION WIRE, 15 METERS		
45	3	piece	EXTENSION WIRE, 2 METERS		
				TOTAL	
Purpose: procurement of office supplies, other supplies and materials, other MOOE, and semi-expendable machinery and 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 No.

Date/Telephone No.