



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Baguio City
LOAKAN ELEMENTARY SCHOOL
District III

REQUEST FOR QUOTATION

Company/Supplier/Store: _____
Address: _____
Telephone No.: _____
E-mail: _____
TIN: _____

PR No.: **2026-05-007**
Quotation No.: **2026-05-007**
Date: **May 19, 2026**
ABC: **Php 70,200.00**

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** signed by your representative not later than **May 21, 2026**.


JOHNNY C. CARCIDO JR.
Chairperson, Bids and Awards
Committee

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement (for ABC above 50K)
4. Income/Business Tax Return (for ABC above 500K)

Note:

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ 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 | 50 | roll | Tape, transparent, 1inch/24mm, at least 50m usable length | | |
| 2 | 50 | roll | Tape, masking, 1inch/24mm, at least 50m usable length, 0.255mm thick | | |
| 3 | 80 | ream | Multi-purpose Paper, 70 gsm, A4 | | |
| 4 | 50 | ream | Multi-purpose Paper, 70 gsm, Long | | |
| 5 | 10 | box | Ballpen, Black, at least 10s | | |
| 6 | 10 | box | Ballpen, Blue, at least 10s | | |
| 7 | 30 | box | Paper fastener, stainless steel | | |
| 8 | 150 | roll | Trashbag, xxl | | |
| 9 | 100 | roll | Trashbag, xl | | |
| 10 | 10 | gallon | Liquid Handsoap, gallon, antibacterial, trusted/known brand | | |
| 11 | 10 | bottle | Dishwashing Liquid, antibacterial, trusted/known brand, 1L | | |
| 12 | 50 | bottle | Muriatic Acid, 1liter | | |
| 13 | 50 | pack | Tissue, at least 2ply, at least 12rolls/pack | | |
| 14 | 3 | set | Mop with wringer/bucket squeezer, heavy duty, 20L | | |
| 15 | 5 | piece | Coconut husk floor polisher (bunot) | | |



School: Loakan Elementary School
School Address: Loakan Proper, Baguio City
School e-mail address & contact no.: loakanes@gmail.com / (074) 620-2242



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Please indicate the brand quoted if applicable.

| | | | | | |
|--|--|--|---------------------------|--|--|
| | | | -NOTHING FOLLOWS - | | |
| | | | TOTAL | | |

Purpose: Procurement of office and other supplies and materials for the 2nd quarter of FY 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



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