



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OFFICE OF BAGUIO CITY  
KIAS ELEMENTARY SCHOOL  
Purok 7, Kias, Baguio City



REQUEST FOR QUOTATION

Supplier:

Address:

Telephone No.:

e-Mail:

Date received by the supplier:

Requesting Unit: Kias ES


PR No.: 2026-05-018

Quotation No.: 2026-05-018

Date: May 12, 2026

ABC: 78,216.40

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 on or before **May 15, 2026**.

  
**ROSELYN ANN C. LAPENA**  
School BAC 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 the requirements
- ✓ All entries must be typewritten or legibly written
- ✓ Indicate brand and model of item offered
- ✓ Delivery/Deployment period: 10 working days upon receipt of NTP
- ✓ Price validity shall be for a period of 30 calendar days

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
<b>Office Supplies</b>					
1	52	ream	Paper, Multi-purpose, A4, 70gsm		
2	20	piece	CORRECTION TAPE		
3	5	pack	Laminating Film, 100 sheets, 125 microns, long		
4	95	piece	Manila Paper		
5	21	piece	Marker, Whiteboard Refillable, Black		
6	100	piece	Marker, Permanent Refillable, Black		
7	25	set	Marker, Flourescent, Highlighter, 3 colors/set		
8	45	bottle	Whiteboard marker ink, 20 ml		
9	22	bottle	Permanent marker ink, 20 ml		
10	22	piece	Whiteboard, 8 x 12, lawanit		
11	30	roll	Tape, Masking, 24 mm		
12	100	pack	Board Paper, Long, 120 gsm, white		
13	100	pack	Board Paper, Short, 120 gsm, White		
<b>Other supplies and materials expense</b>					
14	30	piece	Bar Soap, disinfectant		
15	26	piece	Broom (walis tambo)		
16	25	piece	Broom (Walis tingting)		
17	80	pack	Detergent Powder, 500 mg		
18	4	piece	Dishwashing Paste, 400g		
19	1	gal	Diswashing Liquid		
20	25	piece	Dustpan, metal		
21	20	piece	Plunger		
22	20	set	Tiolet Brush with drain		
23	15	piece	Cleaning Brush, long handle		
24	7	gal	Alcohol, antibacterial solution formulated with 70% ethyl alcohol		
25	5	piece	Air Freshener, Scented Gel, 180g		
26	23	set	Mop, Squeeze Mop		
27	2	set	Fly swatter, rechargeable		
<b>TOTAL</b>					

**Purpose:** Procurement of Office Supplies and Other Supplies and Materials for the Beginning of the School Year (BOSY)

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

Canvassed by:

Signature over Printed Name

TIN

Date/ Telephone No.