Republic of the Philippines
Department of Education
Cordillera Administrative Region
Division of Baguio City
District 7

ELPIDIO R. QUIRINO ELEMENTARY SCHOOL

Purok 2, Irisan, Baguio City

REQUEST FOR QUOTATION

Standard Form No: SF-GOOD-60
Revised on: May 24, 2004
Standard Form Title: Request for Quotation

Supplier: _____
Address: _____
Tel. No.: _____
e-Mail: _____
Date received by the Supplier: _____

Requesting Unit: Elpidio R. Quirino Elementary School
PR No.: **2026-03-019**
Quotation No.: **2026-06-014**
Date: **June 8, 2026**
ABC: PhP. **199,500.00**

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 **June 15, 2026 @ 10:00 am.**

ORDEN V. CAYSO
BAC Chairman

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement

Note:

1. Delivery Period with in 10-15 Calendar Days Upon receipt of NOA
2. Price Validity shall be for a period of **30 Calendar Days**

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.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	10	bottle	Ink Cartridge, Epson C13T664300 (T6643), Magenta		
2	10	bottle	Ink Cartridge, Epson C13T664400 (T6644), Yellow		
3	20	bottle	Epson Ink, 001, Black		
4	15	bottle	Epson Ink, 001, Yellow		
5	15	bottle	Epson Ink, 001, Cyan		
6	15	bottle	Epson Ink, 001, Magenta		
7	100	bottle	Epson Ink, 003, Black		
8	100	bottle	Epson Ink, 003, Yellow		
9	100	bottle	Epson Ink, 003, Cyan		
10	100	bottle	Epson Ink, 003, Magenta		
11	10	bottle	Ink Cartridge, Epson C13T664300 (T6642), Cyan		
12	10	bottle	Ink Cartridge, Epson C13T664400 (T6641), Black		
13	5	bottle	Canon Ink, G2010-790, Black		
14	5	bottle	Canon Ink, G2010-790, Cyan		
15	5	bottle	Canon Ink, G2010-790, Magenta		
16	5	bottle	Canon Ink, G2010-790, Yellow		
				TOTAL	

Purpose: Procurement of Office supplies (Printing)

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

_____
Date/Telephone No.

Canvassed by:

RODOLFO C. RAZO