



**Republic of the Philippines**  
**Department of Education**  
 Cordillera Administrative Region  
 SCHOOLS DIVISION OF BAGUIO CITY

**REQUEST FOR QUOTATION**

Company/Supplier/Store: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_  
 e-Mail: \_\_\_\_\_  
 TIN: \_\_\_\_\_

PR No.: 2026-06-015  
 Quotation No.: 2026-06-015  
 Date: 06/30/2026  
 ABC: Php 58,600.00

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 \_\_\_\_\_

**BENSON B. MOGA**  
 School BAC Chairman

**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 \_\_\_\_\_ Calendar Days.
- ✓ Price validity shall be for a period of \_\_\_\_ Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1.	35	bottle	Epson Ink 003 – Cyan, Original/Genuine, 65ml		
2.	35	bottle	Epson Ink 003 – Yellow, Original/Genuine, 65ml		
3.	35	bottle	Epson Ink 003 – Magenta, Original/Genuine, 65ml		
4.	5	bottle	Epson Ink 001 – Cyan, Original/Genuine, 70ml		
5.	5	bottle	Epson Ink 001 – Yellow, Original/Genuine, 70ml		
6.	5	bottle	Epson Ink 001 – Magenta, Original/Genuine, 70ml		
7.	200	pack	Special Paper, A4 90gsm, Pale Cream, 10 pcs		
8.	800	piece	Plastic Folder, L-Type, A4		
9.	50	pack	Double Sided Glossy Photo Paper, A4, (50 pcs./ pack)		
			***Nothing Follows***		
				<b>TOTAL</b>	
Purpose: Procurement of Office Supplies.					

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

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



**ADDRESS:** GEFA Brgy., Lower QM, Baguio City  
**TELEPHONE NUMBER:** 442-4069  
**EMAIL ADDRESS:** aginaldoelementary@gmail.com