



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY
GIBRALTAR ELEMENTARY SCHOOL
Purok 5, Gibraltar Barangay, Baguio City

REQUEST FOR QUOTATION

Supplier:
Address:
Telephone No.:
E-mail Address:
Date received by Supplier:

Requesting Unit: **GIBRALTAR ELEMENTARY SCHOOL**
PR. No.: **2026-08-27**
Quotation No.: **2026-08-21**
Date: **August 12, 2026**
ABC: **₱ 89,521.96**

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 **August , 2026**.

LIZA L. POLLED
School BAC Chairman

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 period within 10 Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
Office Supplies					
1	piece	Correction Tape	30		
2	ream	Paper, multipurpose, A4	60		
3	ream	Paper, multipurpose, legal	25		
4	roll	Tape, transparent, 24mm	10		
5	ream	Paper, multicopy, 100gsm, A4	2		
6	ream	Paper, multicopy, 100gsm, legal	2		
7	bottle	Printer ink, 003, black	12		
8	bottle	Printer ink, 664, black	2		
9	bottle	Printer ink, GT-53, black	2		
10	bottle	Printer ink, GI-790, black	2		
11	bottle	Printer ink, 664, cyan	1		
12	bottle	Printer ink, 664, magenta	1		
13	bottle	Printer ink, 664, yellow	1		
14	pack	Specialty Paper, 120gsm, legal	50		
Other Supplies					
15	pack	Detergent Powder, all purpose, 1kg	10		
16	can	Floor Wax, paste type, red	3		
17	pack/roll	Trash Bag, XXL size	10		
18	pack/roll	Trash Bag, Large size	10		
19	pack	Tissue, toilet paper, 2 ply	20		
20	gallon	Bleach, 3.7 liters	5		
21	piece	Toilet Deodorizer	10		
22	can	Vulcaseal, 1 liter	2		

		<i>Safety and Preventive Equipment and Supplies</i>			
23	set	Door Knob	4		
24	piece	Emergency Survival Blanket	3		
25	set	First Aid Kit	1		
26	piece	Flashlight, mini	1		
27	piece	Hard Hat, for adults, type 1, orange	1		
28	piece	Rain Coat, for adults, disposable	2		
29	piece	Whistle	1		
		<i>Safety and Preventive Equipment and Supplies</i>			
30	unit	Pedestal Cabinet, central locking system	5		
31	unit	Extension Wheel, universal, 10m	1		
32	unit	Printer, print-scan-copy	2		
33	unit	School Bell, 10"	1		
		TOTAL			
Purpose:	Procurement of office supplies, other supplies and semi-expendable supplies.				

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

Canvassed by:

Signature over Printed Name

Tin Number

Date/Telephone No.