



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
DISTRICT 10
BAKAKENG ELEMENTARY SCHOOL
Purok 8, Bakakeng Norte, Baguio City

REQUEST FOR QUOTATION

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

Supplier: _____
Address: _____
Contact No.: _____
email address: _____
Date received: _____

Requesting Unit: **Bakakeng E/S**
PR No.: 2026-08-001
Quotation No.: 2026-08-001
Date: August 13, 2026
ABC: P96,100.00

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 August 17, 2026.

MILA M. LUBOSEN
School Chairman, Bids and Awards Committee

REQUIREMENTS:

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

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	90	ream	Bond Paper, Multi-Purpose A4, 70 gsm		
2	90	ream	Bond Paper, Multi-Purpose Legal, 70 gsm		
3	60	bottle	Ink, EPSON 003, black		
4	30	bottle	Ink, EPSON 003, cyan		
5	30	bottle	Ink, EPSON 003, yellow		
6	30	bottle	Ink, EPSON 003, magenta		
7	34	ream	Vellum 180gsm, short		
8	10	ream	Vellum 180gsm, long		
			Total		

Purpose: Procurement of School Supplies

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

NOTE: FREE DELIVERY

Signature over Printed Name

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Date/Telephone No.

Canvassed by:

JOHANNA P. AGSAOAY
Canvasser



Bakakeng Elementary School
Purok 8, Bakakeng Norte, Baguio City
Tel. No. 424-6353