



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Baguio City
PINSAO ELEMENTARY SCHOOL

REQUEST FOR QUOTATION

Standard Form No.: SF-GOOD-60 Revised on May 24, 2004

Standard Form Title: Request for Quotation

Supplier: _____

Address: _____

Telephone No.: _____

E-mail Address: _____

Date received by the Supplier: _____

Requesting Unit: **PINSAO ELEMENTARY SCHOOL**

PR No.: 2026-08-21

Quotation No.: 2026-08-15

Date: August 11, 2026

ABC: **Php 70,365.33**

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 **5:00pm of August 13, 2026**.


BRIGITTE MARIE A. CULALING
Bids and Awards Committee Chairman

REQUIREMENTS:

- Mayor's / Business permit
- PhilGeps registration number or certificate
- Income/Business Tax Return (for ABC above 500k)
- Omnibus Sworn Statement (for ABC above 50k)

Note:

- Submit RFQ together with the requirements.
- Entries must be typewritten or legibly written.
- Indicate brand and model of item offered.
- Delivery period: as scheduled
- Price validity shall be for a period of 30 Calendar Days.
- Award shall be on a "per line item" basis.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	10	bottle	Epson 003 Ink Refill, black		
2	10	bottle	Canon GI-790 Ink Refill, black		
3	5	bottle	Canon GI-790 Ink Refill, cyan		
4	5	bottle	Canon GI-790 Ink Refill, yellow		
5	5	bottle	Canon GI-790 Ink Refill, magenta		
6	12	box	Thumbtacks		
7	12	roll	Tape, masking, 1"		
8	12	roll	Tape, masking, 2"		
9	12	roll	Tape, transparent, 2"		
10	12	roll	Tape, double sided, white, 1"		
11	6	piece	Certificate Frame, glass, 8.5" x 11"		
12	1	unit	Fusing unit, for Develop Ineo 226 copier		
13	6	piece	Wooden desktop pen organizer with small drawer, heavy duty, no assembly needed		
14	1	piece	Cork board, 90cmx60cm, aluminum frame, with hook		
15	30	roll	Trash bag, transparent, heavy duty, thick, M		
16	40	roll	Trash bag, transparent, heavy duty, thick, L		
17	30	roll	Trash bag, transparent, heavy duty, thick, XL		

<i>Item No.</i>	<i>Qty.</i>	<i>Unit</i>	<i>Item Description</i>	<i>Unit Price</i>	<i>Total Price</i>
18	30	roll	Trash bag, transparent, heavy duty, thick, XXL		
19	24	piece	Battery, AA		
20	24	piece	Battery, AAA		
21	5	piece	Foot Rag, rubber, for outdoor, big		
22	12	piece	Foot Rag, cloth		
23	10	piece	Stick broom, thick, heavy duty		
24	10	piece	Soft broom, thick, heavy duty		
25	3	can	Multi-insect Killer Spray, 500ml		
26	2	can	Air Freshener Spray, 500ml		
27	3	pair	Industrial Safety boots, heavy duty, size 6, 9.5 and 10		
28	3	set	Rain Coat, hooded jacket and pant, waterproof fabric, heavy duty, medium, XL and 2XL size		
29	3	piece	Trash bin with lid/hooded cover, heavy duty, 75L, colored (blue, green and red)		
				TOTAL	

Purpose: Procurement of supplies and materials for school and office use

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

Additional Notes:

1. Bidders may submit their quotations through our email at pinsaoelementary@gmail.com.

Signature over Printed Name

Canvassed by:

TIN

Date/ Telephone No.