



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: 08/19/2026
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 August 20, 2026

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		
				TOTAL	
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: aguinaldoelementary@gmail.com