



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
Schools Division of Baguio City  
**SPRINGHILLS INTEGRATED SCHOOL**

**REQUEST FOR QUOTATION**

|           |  |                                            |                     |
|-----------|--|--------------------------------------------|---------------------|
| Supplier: |  | PR No.:                                    | PR No.: 2026-08-002 |
| Address:  |  | Quotation No.:                             |                     |
| Tel No.:  |  | Date:                                      | August 20, 2026     |
| e-Mail:   |  | ABC (Approved<br>Budget for the Contract): | <b>₱ 56,000.00</b>  |

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 **Aug 27, 2026 @ 9:00AM**

**SEB L. PALANGEDO**  
BAC Chairperson

**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 \_\_\_\_\_ Calendar Days.

| Item No.     | Qty | Unit | Item Description / Specification                                                                                                                                                                                                                                                                                                                                                       | Unit Price | Total Price |
|--------------|-----|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------|
| 1            | 1   | UNIT | <b>LAPTOP</b><br>Processor<br>6 cores / 12 threads<br>Base speed: ~2.3 GHz<br>Boost speed: up to 4.3 GHz<br>Integrated Radeon Graphics<br>Microsoft Office Installed<br>RAM: 8GB DDR4 (upgradeable)<br>Storage: 512GB SSD (Fast NVMe)<br>Display: 14" or 15.6"<br>Full HD (1920×1080)<br>Licensed MS Office Installed                                                                  |            | -           |
| 2            | 2   | UNIT | <b>Printer EPSON L3310</b><br>Type: All-in-One Ink Tank Printer (Print, Scan, Copy)<br>Print Resolution: Up to 5760 × 1440 dpi<br>Print Speed (ISO A4): 10 ipm (Black) / 5 ipm (Color)<br>Ink Yield: 4,500 pages (Black) / 7,500 pages (Color)<br>Scanner Resolution: 600 × 1200 dpi (Flatbed)<br>Paper Size: Up to A4, supports borderless 4R photo printing<br>Connectivity: USB 2.0 |            |             |
|              |     |      | *** nothing follows***                                                                                                                                                                                                                                                                                                                                                                 |            |             |
| <b>Total</b> |     |      |                                                                                                                                                                                                                                                                                                                                                                                        |            | -           |

Purpose: For School & Office Use

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

Date

Signature over Printed Name

Tin Number

Tel. No. / Cellphone No. / Email  
Address / Fax Number

Canvassed by: