



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
DISTRICT 6
JOSEFA CARIÑO ELEMENTARY SCHOOL

REQUEST FOR QUOTATION

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

Supplier: _____ Requesting Unit: **JOSEFA CARIÑO ES**
Address: _____ PR No.: 2026-09-003
Telephone No.: _____ Quotation No.: 2026-09-003
e-Mail: _____ Date: September 9, 2026
Date received by the Supplier: _____ ABC: **Php 64,000.00**

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 **September 15, 2026**.

Rosario R. Cawilan

ROSARIO R. CAWILAN
Chairperson, Bids and Awards Committee

REQUIREMENTS:

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

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

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	256	ream	PAPER, MULTIPURPOSE A4, 70gsm		
2	50	bottle	Ink, Epson 003 black, 65 ml, genuine, original		
3	1	bottle	Ink, Brother BT5000 magenta, 48.8 ml		
4	1	bottle	Ink, Brother BT5000 yellow, 48.8 ml		
			~NOTHING FOLLOWS~		
TOTAL					

Purpose: Procurement of supplemental office supplies for the month of September 2026.

Additional Notes:

- Supplier shall deliver the item to the school within the delivery period.
- Supplier can attach picture or indicate brand of the offered item.
- Bidders may submit their quotations through email: **136385@depd.gov.ph**



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

Signature over Printed Name

TIN

Date/Telephone No.

Canvassed by:

Canvasser