



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 Schools Division of Baguio City
DON MARIANO MARCOS ELEMENTARY SCHOOL

REQUEST FOR QUOTATION

Supplier: _____
 Address: _____
 Tel No.: _____
 e-Mail: _____

PR No.: 2026-09-015
 Quotation No.: 2026-09-013
 Date: 09/17/2026
 ABC (Approved Budget for the Contract): 50,000.00

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 25, 2026**.

MERVIN G. OLIVA

Chairperson, Bids and Awards Committee

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: 15 days from receipt of PO
- ✓ Price validity shall be for a period of 30 days

Item No.	Qty	Unit	Item Description / Specification	ABC	Supplier's Specification	Unit Price	Total Price
1	1	unit	A3 Monochrome Laser Multifunction Digital Copier, Print and Copy Speed: 21-25 pages per minute				
2	1	piece	Toner of phocopier identified above				
Total							

Procurement of photocopier utilizing the School Innovation and Improvement Fund (SIIF)

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

 Date

Tin Number

Signature over Printed Name

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