



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.: 2026-09-021
Quotation No.: 2026-09-024
Date: 09/10/2026
ABC: Php 56,610.00

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 16, 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 10 working days upon receipt of NTP.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1.	100	ream	PAPER, Multi-Purpose (COPY) A4, 80 gsm		
2.	23	ream	PAPER, Multi-Purpose (COPY) Legal, 80 gsm		
3.	24	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)		
4.	24	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)		
5.	24	roll	Tape, Double Sided, width: 24mm x 10m, big roll		
6.	4	bottle	Epson Ink 003 – Cyan, Original/Genuine, 65ml		
7.	4	bottle	Epson Ink 003 – Yellow, Original/Genuine, 65ml		
8.	4	bottle	Epson Ink 003 – Magenta, Original/Genuine, 65ml		
9.	8	bottle	Epson Ink 003 – BK, Original/Genuine, 65ml		
10.	24	piece	MARKER, Whiteboard, Black		
11.	110	piece	Cartolina		
12.	2	piece	Scotch Tape dispenser, big		
13.	2	pack	FOLDER, TAGBOARD, for A4 size documents		



ADDRESS: GEFA Brgy., Lower QM, Baguio City
TELEPHONE NUMBER: 442-4069
EMAIL ADDRESS: aginaldoelementary@gmail.com



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14.	2	pack	FOLDER, TAGBOARD, for legal size documents		
15.	2	unit	PRINTER , 3-in-one printer (Print, Scan, Copy) WITH 2YRS WARRANTY OR 30,000pages whichever comes 1st		
			Nothing Follows		
				TOTAL	
Purpose: Procurement of Office Supplies & Semi-Expendable Machinery & Equipment for MEP Fund.					

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

Signature over Printed Name



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