



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
BAGUIO CENTRAL SCHOOL

MOOE Fund

REQUEST FOR QUOTATION

Company/Supplier/Store:

Address:

Telephone No.:

e-Mail:

TIN:

PR No.: 2026-08-053

Quotation No.: 2026-09-053

Date: September 07, 2026

ABC Php **184,500.00**

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 10, 2026 @9:00AM.**

CW
CARINA G. WALSIYEN
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:

- ü Submit RFQ together with the requirements.
- ü All entries must be typewritten or legibly written.
- ü Delivery period 3-7 days upon receipt of NTP.
- ü Price validity shall be for a period of **30 Calendar Days.**

Item No.	Qty.	Unit	Item Description	Supplier's Remarks (for item specification)	Unit Price	Total Price
1	4	piece	DocuCentre S2110 Fuser Assey			
2	4	piece	DocuCentre S2110 Drum Catridge			
3	5	piece	DocuCentre S2110 Retard Pad			
4	5	piece	DocuCentre S2110 Feed Roller			
5	15	piece	DocuCentre S2110 Toner Cartridge			
6	7	piece	DC S2110 Drum Coupling Gear			
7	1	piece	EPSON Maintenance Box L15150			
8	1	piece	DocuCentre S2110 DADF Feed Kit			
9	2	piece	DocuCentre S2110 T1 No Paper Sensor			
			-----nothing follows-----			
TOTAL						
Purpose: Procurement of other supplies and materials for the photocopier maintenance.						
Additional Note: 1. Supplier shall deliver the items to the school within the delivery period.						
2. Bidders may submit their quotations through email: baguiocentralschool@gmail.com						

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

Canvassed by:

Canvasser

Signature over Printed Name / Date

Tin

Tel. No./ Cellphone No.