



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.: 2026-010-023
Quotation No.: 2026-10-027
Date: 10/12/2026
ABC: Php 55,000.00

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 October 14, 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.	9	ream	Laminating Film, A4, 80 mic		
2.	15	ream	Laminating Film, Legal, 80 mic		
3.	7	unit	Laminating Machine , Heavy Duty, Size-Up to A3		
4.	1	unit	Ring Binder Machine , Heavy Duty, Made of Metal, Binding capacity Up to 500 sheets, Punching Slots 25, Releasable dies (1-25), Dimensions (WxDxH) (53x49.5x35cm)		
			Nothing Follows		
				TOTAL	
Purpose: Procurement of Office Supplies & Semi-Expendable Machinery & Equipment for SIIF 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



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