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.: 2026-011-024
Quotation No.: 2026-10-028
Date: 11/06/2026
ABC: Php 75,360.00

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 _____.

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.	300	ream	PAPER, Multi-Purpose (COPY) A4, 80 gsm		
2.	100	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm		
			Nothing Follows		
				TOTAL	
Purpose: Procurement of Office Supplies.					

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