



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
 #82 Military Cut-Off, Baguio City



## REQUEST FOR QUOTATION

Standard Form No.: SF-GOOD-60  
 Revised on: May 24, 2004  
 Standard Form Title: Request for Quotation

|                                |                            |
|--------------------------------|----------------------------|
| Supplier:                      | Requesting Unit:           |
| Address:                       | PR No.: 2018-02-035        |
| Telephone No.:                 | Quotation No.: 2018-03-036 |
| e-Mail:                        | Date: March 1, 2018        |
| Date received by the Supplier: | ABC: 3,900.00              |

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 03/12/2018 @ 11:00 A.M.



**SORAYA T. FACULO, PhD.**  
 OIC-Assistant School Division Superintendent  
 Chairman, Bids and Awards Committee

**REQUIREMENTS:**

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate

**Note:**

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Indicate brand and model of item offered.
- ✓ Delivery period within \_\_\_\_\_ Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

| Item No. | Qty. | Unit  | Item Description  | Unit Price   | Total Price |
|----------|------|-------|---|--------------|-------------|
| 1        | 10   | Piece | <b>Rubber Stamps</b>  |              |             |
|          |      |       | <b>**Note: Please see attached file for design and quantity</b> |              |             |
|          |      |       |   | <b>TOTAL</b> |             |

Purpose: Rubber stamp to be used by the different departments/units of the Division Office

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

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Tin

\_\_\_\_\_  
 Date/Telephone No.

Canvassed by:

Quantity

FEDERICO P. MARTIN, Ed.D., C.Ed.D., CESO V - 2  
Schools Division Superintendent

LILIBETH G. DECSI, CPA - 1  
Accountant III

Atty. Annette L. Doyaoen - 1  
BAC Secretariat Head

Atty. Annette L. Doyaoen - 1  
Attorney III

SUBJECT FOR RECALL - 1

COC used within 30 days - 1

Department of Education  
Cordillera Administrative Region  
DIVISION OF BAGUIO CITY  
  
CERTIFIED TRUE COPY

1-7 BORDERLESS

ROBERTO R. GONZALES - 2  
Administrative Officer V

ACTUAL SIZE