



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

**REQUEST FOR QUOTATION**

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

Supplier:

Address:

Telephone No.:

e-Mail:

Date received by the Supplier:

Requesting Unit: CID/Clark Aspuria

PR No.: 2021-04-076

Quotation No.: 2021-04-070

Date: April 29, 2021

ABC: 10,100.00

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 May 3, 2021.

*Juliet C. Sannad*  
**JULIET C. SANNAD**

Chief- Curriculum Implementation  
 Division

Chairman, Bids and Awards Committee

**REQUIREMENTS:**

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement

**Note:**

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ 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	100	Packs	Special paper A4 size 90 gsm (10 pcs per pack)		
2	25	Packs	Shiny gold notary and certificate foil seal with adhesive 2" (40 pcs per pack)		
3	2	Packs	A4 size brown envelope (500 pcs per pack)		
4	100	Packs	A4 size sticker paper (10 pcs per pack)		
				<b>TOTAL</b>	

Purpose: Procurement of supplies and materials to be used for the printing of diploma and certificate of completion for ALS Elementary and Junior High School Program Completers



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City  
 Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbagueocity@gmail.com  
 Website: www.depedpines.com | Facebook Page: facebook.com/DepedTayoBaguioCity



ISO 9001:2015 Certified  
 Quality Management System  
 CRN RU-19.2560.026  
 Issued on 12/27/2019



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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:

Item No.	Qty.	Unit	Description
1	100	Packs	Special grade A4 size 80 gsm (1 pack per pack)
2	25	Packs	3000-ball tennis ball (1 pack per pack)
3	1	Packs	Adhesive T (1 pack per pack)
4	100	Packs	4 star brown glue (1 pack per pack)



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