



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:

Requesting Unit: OSDS/S. Bermudez
 PR No.: 2021-05-092
 Quotation No.: 2021-06-094
 Date: June 10, 2021
 ABC: 98,415.00

Date received by the Supplier:

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 June 14, 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.

POSTED IN PHILGEPS

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	20	Boxes	Clip back fold, 1"		
2	20	Boxes	Clip back fold, 3/4"		
3	100	Pieces	Correction tape, fil base type 6m min		
4	60	Pieces	Data file box made of chipboard with closed ends (blue/red/green)		
5	2	Boxes	Expanding envelope legal size 100/box		
6	50	Boxes	Fastener, metal, 70mm between prongs 50 sets/pack		
7	75	Pieces	Folder expanding (long) color blue, green and red		
8	6	Packs	Folder kraft (legal size) 100/ pack		
9	50	Packs	Note sticker arrow flag (assorted color)		
10	50	Packs	Notepad stick on (post it) .6" x 2" (assorted 1 pack)		
11	10	Boxes	Paper clip, vinyl/plastic coat, length 32mm min		
12	100	Reams	Paper multi-purpose (copy) A4 70 gsm		
13	50	Reams	Paper multi-purpose (copy) legal 70 gsm		
14	25	Pieces	Record book (300 pages) size 214mm x 278mm)		
15	25	Pieces	Sign pen, black, liquid gel ink, 0.5mm needle tip		
16	50	Pieces	Sign pen, blue, liquid gel ink, 0.55mm needle tip		
17	50	Pieces	Ballpen (blue)		



"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: depedbaguiocty@gmail.com
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ISO 9001:2015 Certified
 Quality Management System
 CRN RU-19.2560.026
 Issued on 12/27/2019



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18	25	Boxes	Staple wire standard (26/6)		
19	12	Rolls	Twine, plastic, 1 kilo per roll		
20	150	Bottles	Alcohol (300ml) 70% spray bottle		
21	24	Packs	Detergent powder, all-purpose 1kg		
22	50	Packs	Trash bag, plastic black, XL		
23	25	Packs	Trash bag, plastic black medium		
24	50	Pieces	Deodorant cake		
25	10	Pieces	Toilet brush cleaner (plastic)		
				TOTAL	

Purpose: Procurement of office supplies and janitorial supplies of SDO Division of Baguio City for the 2nd quarter

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:



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