



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: Requesting Unit: COA Office/N. Ngina  
 Address: PR No.: 2021-07-137  
 Telephone No.: Quotation No.: 2021-08-128  
 e-Mail: Date: August 2, 2021  
 Date received by the Supplier: ABC: 24,360.00

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 August 12, 2021 @ 9am

**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	3	Bottles	Alcohol 70% isopropyl w/ moisturizer w/ pump 1L		
2	2	Gallons	Ethyl alcohol 70% solution w/ dual moisturizer, aloe vera extract, tea tree oil and vit E		
3	3	Pieces	Packing tape 2 inches		
4	3	Pieces	Scotch tape, 1 inch		
5	5	Pieces	Spiral binder 1/2"		
6	5	Pieces	Spiral binder 1/4"		
7	5	Reams	Bond paper, 8x11, 80GSM		
8	5	Reams	Bond paper, 8x13, 80GSM		
9	5	Reams	Bond paper A4, 80GSM		
10	1	Box	Rubber band		

"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  
 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



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

11	10	Packs	Tissue paper, 12 pcs/pack		
12	4	Pieces	Logbook, 200 pages		
13	6	Pieces	Hand towel		
14	12	Pieces	Sign pen, black		
15	12	Pieces	Ballpen, red		
16	1	Piece	Tape dispenser (heavy duty)		
17	50	Pieces	Double side PVC lever arch file w/ 2 ring binder, legal size, blue		
18	3	Bottle	Toilet bowl cleaner		
19	2	Bottles	Glass cleaner		
20	2	Spray bottle	Air freshener		
21	2	Spray bottle	Insect killer, 600ml (water based)		
22	10	Pieces	Office file document storage sturdy box (heavy duty) blue		
23	1	Piece	Side table (see attached sample photo)		
24	6	Packs	Stick on notes sign here, 10 colors (fluorescent sticky index label notes self-adhesive)		
				<b>TOTAL</b>	
Purpose: Procurement of supplies and materials for COA 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:



"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  
 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