



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: CID/N. Elahe  
 Address: PR No.: 2021-09-187  
 Telephone No.: Quotation No.: 2021-09-172  
 e-Mail: Date: September 28, 2021  
 Date received by the Supplier: ABC: 12,341.25

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 October 5, 2021 @ 9am

*J. 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        | 200  | Packs | Special paper A4 size 90 gsm (10 pieces per pack)                                 |              |             |
| 2        | 35   | Packs | Shiny gold notary and certificate foil seal with adhesive 2" (40 pieces per pack) |              |             |
| 3        | 3    | Packs | A4 size brown envelope (500 pcs per pack)   |              |             |
| 4        | 1    | Piece | Dry seal (ALS seal)   |              |             |
|          |      |       |   | <b>TOTAL</b> |             |

Purpose: Procurement of materials for the printing and sealing of ALS elementary and junior high school level certificates of program completion



"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.dcpedpines.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   | Unit Price |
|----------|-----|-------|---|------------|
| 1        | 200 | Packs | Special paper A4 size 90 gm (100 sheets per pack)                               |            |
| 2        | 25  | Packs | Sticky gold notes and certificates full seal with adhesive (40 pieces per pack) |            |
| 3        | 2   | Packs | A4 size brown envelope (200 pcs per pack)                                       |            |
| 4        | 1   | Price | Dry seal (A4 size)  |            |



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