



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/J. Sannad  
 Address: PR No.: 2021-12-291  
 Telephone No.: Quotation No.: 2021-12-276  
 e-Mail: Date: December 23, 2021  
 Date received by the Supplier: ABC: 165,920.00

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 December 31, 2021.

  
**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        | 50   | Reams  | PAPER, MULTICOPY, A4 70 gsm  |            |             |
| 2        | 20   | Reams  | PAPER, MULTICOPY, Legal 70 gsm   |            |             |
| 3        | 100  | Pieces | FOLDER, LONG, EXPANDABLE (BLUE)  |            |             |
| 4        | 1    | Pack   | FOLDER, ORDINARY (LONG) (100s)   |            |             |
| 5        | 20   | Boxes  | FASTENER, METAL  |            |             |
| 6        | 10   | Packs  | GEL PEN (12's) ASSORTED COLOR  |            |             |
| 7        | 10   | Boxes  | SIGN PEN (BLUE) (12 pcs /box)<br>LIQUIDLY FREE INK PEN GEL 0.5<br>NEEDLE TIP 0.5 mm  |            |             |
| 8        | 10   | Boxes  | SIGN PEN (BLACK) (12 pcs /box)<br>LIQUIDLY FREE INK PEN GEL 0.5<br>NEEDLE TIP 0.5 mm |            |             |



"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.depdpincs.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**

|    |    |         |  |  |  |
|----|----|---------|--|--|--|
| 9  | 1  | Box     | SIGN PEN (LIGHT BLUE) (12 pcs /box)<br>LIQUIDLY FREE INK PEN GEL 0.5<br>NEEDLE TIP 0.5 mm  |  |  |
| 10 | 1  | Box     | SIGN PEN (RED) (12 pcs /box)<br>LIQUIDLY FREE INK PEN GEL 0.5<br>NEEDLE TIP 0.5 mm   |  |  |
| 11 | 20 | Boxes   | BACKFOLD CLIP (1/2")   |  |  |
| 12 | 20 | Boxes   | BACKFOLD CLIP (1")   |  |  |
| 13 | 20 | Boxes   | BACKFOLD CLIP (1 1/4")   |  |  |
| 14 | 10 | Packs   | STICKER PAPER A4 (10/pack)   |  |  |
| 15 | 20 | Pads    | STICKY NOTE PAD (2"x3")  |  |  |
| 16 | 10 | Pads    | STICKY NOTE ARROW FLAGS  |  |  |
| 17 | 30 | Rolls   | PACKAGING TAPE (clear) 2" x 100 m  |  |  |
| 18 | 30 | Bottles | INK CART, EPSON (003), BLACK   |  |  |
| 19 | 20 | Bottles | INK CART, EPSON (003), CYAN  |  |  |
| 20 | 20 | Bottles | INK CART, EPSON (003), MAGENTA   |  |  |
| 21 | 20 | Bottles | INK CART, EPSON (003), YELLOW  |  |  |
| 22 | 20 | Carts   | INK CART, EPSON 810 (BLACK)  |  |  |
| 23 | 20 | Carts   | INK CART, EPSON 811 (COLORED)  |  |  |
| 24 | 30 | Pieces  | RECORD BOOK, 300 PAGES   |  |  |
| 25 | 30 | Pieces  | CORRECTION TAPE  |  |  |
| 26 | 5  | Pieces  | EXTERNAL HARD DRIVE  |  |  |
| 27 | 5  | Pieces  | HEAVY DUTY PUNCHER<br>- Can punch up to 100 sheets   |  |  |
| 28 | 5  | Pieces  | HEAVY DUTY STAPLER (Effortless)<br>- Capacity: 25 sheets of 20 lbs paper<br>- Non skid rubber base<br>- Ergonomic shape for smooth and comfortable operation<br>- Light force mechanism for long term stapling performance |  |  |
| 29 | 10 | Boxes   | STAPLE WIRE No. 35-5M (5,000 staples)  |  |  |
| 30 | 1  | Box     | STAPLE WIRE No. 10-1M (20 mini boxes)<br>(1,000 staples/mini box)  |  |  |
| 31 | 2  | Tubes   | CUTTER BLADE REFILL (18mm)   |  |  |
| 32 | 10 | Rolls   | SCOTCH TAPE (clear) 1" X 100 m   |  |  |
| 33 | 10 | Pieces  | STORAGE & ORGANIZING BOX (95L)   |  |  |
| 34 | 2  | Pieces  | Office desk organizer (color black, please see attached photo for reference)   |  |  |
| 35 | 2  | Pieces  | Steel file cabinet/drawer ( please see attached photo for reference)   |  |  |
| 36 | 2  | Pieces  | Metal paper tray (color black, please see attached photo for reference)  |  |  |



"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](mailto:depedbaguiocty@gmail.com)  
 Website: [www.depedpines.com](http://www.depedpines.com) | Facebook Page: [facebook.com/DepedTayoBaguioCity](https://www.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**

|  |  |  |  |              |
|--|--|--|--|--------------|
|  |  |  |  | <b>TOTAL</b> |
| Purpose: Procurement of supplies and materials for BAC office supplies |  |  |  |              |

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: [depedbaguio@gmail.com](mailto:depedbaguio@gmail.com)  
Website: [www.depedpines.com](http://www.depedpines.com) | Facebook Page: [facebook.com/DcpedTayoBaguioCity](https://www.facebook.com/DcpedTayoBaguioCity)



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