



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: OSDS/N. Binayan  
 Address: PR No.: 2022-03-040  
 Telephone No.: Quotation No.: 2022-04-050  
 e-Mail: Date: April 12, 2022  
 Date received by the Supplier: ABC: 40,095.00

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 April 18, 2022 @ 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	25	Packets	Battery AA		
2	20	Pieces	Data file box, (5"x9" x 15-3/4") blue		
3	100	Pieces	Folder expanding blue long		
4	10	Boxes	Paper fastener, for paper, metal 50 sets/box		
5	10	Boxes	Pushpin flat head type, assorted colors, 100s/case		
6	25	Pieces	Sign pen green		
7	10	Pieces	Stapler standard heavy duty		
8	25	Boxes	Staple wire, standard, 5000 pcs/box		
9	25	Rolls	Tape, masking, 24mm, 50 meters length		
10	25	Rolls	Tape, transparent, 24mm, 50 meters		
11	10	Rolls	Tape, packaging, 48mm 50 meters length		
12	12	Pieces	Broom, soft (tambo)		
13	12	Pieces	Broom stick (tingting)		



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

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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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14	30	Packs	Detergent powder, all purpose, 500 grams		
15	5	Cans	Insecticide, aerosol type 600ml		
16	3	Packs	Scouring pad, economy size		
17	20	Bottles	Toilet bowl and urinal cleaner, 900 ml		
18	50	Packs	Trash bag, plastic, black XL 10 pcs per pack per roll		
19	10	Rolls	Double sided tape 1"		
20	5	Packs	Photo paper A4 (10 per pack)		
21	1	Piece	Tucker gun		
22	3	Pieces	Sponge mop with squeezer		
23	3	Pieces	Floor brush with handle		
24	50	Bottles	Fabric conditioner /liter		
25	50	Pieces	Light bulb led 11w to 18w		
				<b>TOTAL</b>	
Purpose: Procurement of supplies and materials for the first quarter of 2022					

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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