



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.: 2022-06-111
 Telephone No.: Quotation No.: 2022-06-117
 e-Mail: Date: June 22, 2022
 Date received by the Supplier: ABC: 69,395.00

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 June 28, 2022 @ 9am

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	10	Pieces	FLASH DRIVE,32GB,USB 2.0, plug & play		
2	5	Pieces	MOUSE, optical, USB connection type		
3	25	Packets	Battery AA; 2pc/packet		
4	10	Pieces	DATA FILE BOX, (5"x9"x15-3/4")		
5	2	Boxes	ENVELOPE EXPANDING , long (100/box)		
6	150	Pieces	FOLDER EXPANDING BLUE/RED/GREEN (long)		
7	15	Boxes	PAPER FASTENER, for paper, metal, 50 sets/box		
8	20	Boxes	Paper Clips (small) vinyl		
9	25	Pads	Post-it , sticky note pad (3" x 2")		
10	25	Pads	POST-IT, sticky notes (2 " x 2")		
11	75	Pieces	SIGN PEN, blue		
12	10	Pieces	STAPLER STANDARD Heavy Duty		
13	25	Boxes	STAPLE WIRE, standard, 5000 pcs/box		

"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
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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	25	Rolls	TAPE, transparent, 24mm, 50 meters		
15	150	Packs	TOILET TISSUE, 12 rolls/pack		
16	50	Packs	DETERGENT POWDER, all purpose, 500gms.		
17	10	Packs	SCOURING PAD, economy size		
18	50	Packs	TRASHBAG, plastic, transparent, (XL), 10 pcs per pack		
19	5	Pieces	File Tray , 3 layers , stainless		
20	10	Packs	Photo Paper A4 (10 per pack)		
21	3	Pieces	sponge mop (with squeezer)		
22	20	Bottles	Fabric Conditioner /liter		
23	3	Pieces	Turbo mop w/ bucket		
24	50	Pieces	Light Bulb Led 11w to 18w		
				TOTAL	

Purpose: Procurement of office and janitorial supplies for the 3rd quarter for SDO Baguio use

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Signature over Printed Name

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Date/Telephone No.

Canvassed by:

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