



**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.: 2022-07-149
Telephone No.:	Quotation No.: 2022-07-137
e-Mail:	Date: July 14, 2022
Date received by the Supplier:	ABC: 143,828.00

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 July 25, 2022 29am

*Julieta C. Sannad*  
**JULIETA 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	4	Boxes	Sign pen (blue color, water and fade proof, pigment ink, pin 05-200/0.5		
2	351	Packs	Acetate film PVC blinding cover		
3	351	Packs	Photopaper glossy, A4, 20 sheets per pack, 230 GSM		
4	8	Pieces	Puncher (09780), paper, heavy duty 20whole punch/ guide, minimum capacity up to 30 sheets, quality metal construction, adjustable positioning paper guide, handle hold down lock, removable chip tray, one (1) piece individual pack		
5	11	Pieces	Stapler, heavy duty, binder type Type: desktop, high capacity/ volume compatible with the following staple sizes: 13mm and 17mm Material:		



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

Address: 82 Military Cut-off Road, Baguio City  
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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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			-Body: metal -base grip: non-sked durable material Stapling capacity: 25-135 sheets of 70GSM multi-purpose paper Load capacity: 100 staples (min) Throat: -Depth: 65mm (min.) with adjustable paper guide Dimension: manufacturer's standard Brand shall be engraved/ embossed/ printed on the item Warranty: One year		
6	30	Boxes	Staple Wire, 23/13, 13mm Heavy duty, binder type, galvanized steel wire with chisel point, non-rust, binder type, 100 pcs in a stick		
7	30	Boxes	Staple wire, 23/17, 17mm Heavy duty, galvanized steel wire with chisel point, non-rust, binder type, 100 pcs in a stick		
8	3	Pieces	File tray 3 layers, acrylic organizer		
9	3	Boxes	Master F2 type B4		
10	5	Boxes	Ink F2 type		
11	2	Pieces	Magnetic white board 3x4 feet, white board aluminum frame, with magnetic white board marker		
12	10	Rolls	Cloth duct tape (2inches 25m, yellow)		
13	10	Rolls	Cloth duct tape (2inches 25m, green)		
14	10	Rolls	Cloth duct tape (2inches 25m, orange)		
15	10	Rolls	Cloth duct tape (2inches 25m, blue)		
16	10	Rolls	Cloth duct tape (2inches 25m, silver)		
17	10	Rolls	Cloth duct tape (2inches 25m, red)		
18	10	Rolls	Cloth duct tape (2inches 25m, brown)		
				<b>TOTAL</b>	

Purpose: Procurement of supplies and materials for the reproduction of new and K to 12 aligned learning modules and for ALS operations



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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:



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