



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:
 Address:
 Telephone No.:
 e-Mail:
 Date received by the Supplier:

Requesting Unit: OSDS/V. Cadungog
 PR No.: 2023-05-102
 Quotation No.: 2023-05-103
 Date: May 23, 2023
 ABC: 86,890.00

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 May 29, 2023 9am.

[Signature]
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 if above 50,000.00

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	20	Bottles	Bleach (multipurpose cleaner) (1 li)		
2	5	Kilos	Rag, cotton (7") in diameter/kilo		
3	10	Pieces	Soft broom (walis tambo)		
4	30	Bottles	Dishwashing liquid (1 li) (lemon are any fruit scent)		
5	30	Pieces	Detergent powder, all purpose, 500 grams		
6	10	Bottles	Liquid hand soap (150 ml) (flower scent or fruit scent)		
7	5	Pieces	Trash can with swing cover (at least 9.8" X 6.2") (plastic and durable) (blue, green, red)		





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8	6	Pieces	Window glass cleaner - (rubber/silicon edge scraper for cleaning glass, window, multifunctional, with handle, genuine)		
9	3	Packs	Tornado mop (with spin-dry bucket set with micro-fiber) (with quality) (with warranty)		
10	30	Rolls	Trash bag (plastic, XL, 10 pcs per pack per roll)		
11	6	Pieces	Gel scented room freshener (180 g) (floral scents including, jasmine, rose, lavender, citronella and others) (for comfort rooms/rest rooms)		
12	80	Packs	AA Battery 2 pc/pack		
13	40	Packs	AAA Battery 2/pack		
14	15	Pieces	Data file box (fits long/legal document - blue)		
15	15	Boxes	Data file box (fits long/legal document - green)		
16	15	Boxes	Data file box (fits long/legal document - red)		
17	10	Pieces	Canon ink 810, Black		
18	5	Pieces	Canon ink 811, Black		
19	50	Pieces	Correctional tape (8 m x 5 mm)		
20	50	Pieces	Ballpen, ball point, smooth ink blue		
21	20	Pads	Note pad, 3 x 3 (blue, green, yellow)		
22	48	Pieces	Sign pen (.5 mm/precision wear free needle point tips / soft ergonomic grips / window barrels for ink level monitoring/ tip is made of cemented carbide alloy ball and stainless-steel pipe) (color: blue) (ORIGINAL)		
23	24	Pieces	Sign pen (.5 mm /precision wear free needle point tips / soft ergonomic grips / window barrels for ink level monitoring/ tip is made of cemented carbide alloy ball and stainless-steel pipe) (color: black) (ORIGINAL)		
24	48	Pieces	Gel Pen, .5 mm, BLUE, smooth writing		
25	36	Pieces	Gel Pen, (color pen, BLUE, diamond tip)		
26	50	Pieces	Sign Pen, BLUE, (Retractable, gel impact sign pen) (0.5)		
27	150	Packs	Tissue Paper /Bathroom Tissue (2 ply of 100% virgin pulp fibers, 2 ply x 150 pulls=300 sheets / sheet size: 100 mm x 100 mm) (12 rolls /pack)		
28	6	Packs	Tissue paper, pull ups (50 pulls, 100 sheets)		
29	10	Bottles	Stapler, heavy duty (for #35 staple wire)		
30	15	Pieces	Scissor (all-purpose, stainless-steel blades, durable plastic handle) (at least 5-1/2")		
				TOTAL	

Purpose: Procurement of SDO Baguio janitorial and office supplies for the third quarter of CY 2023





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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

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Date/Telephone No.

Canvassed by:



Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: (074) 442-4326 / (074) 442-7819 | Email: baguio.city@deped.gov.ph
Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity

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