




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/V. Cadungog
Address:	PR No.: 2023-09-274
Telephone No.:	Quotation No.: 2023-10-284
e-Mail:	Date: October 16, 2023
Delivery Period:	ABC: 188,095.00

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 **OCTOBER 25, 2023 @9AM**  
**Failure to submit this on or before the due date aforesated will be a ground for disqualification.**

  
**CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI**  
 Assistant Schools Division Superintendent  
 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
4. Income/Business Tax Return 500,000.00 and above

**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	10	bottles	Dishwashing Liquid (anti-bacterial, scented preferably lemon citronella) (at least 475 ml) (self-dispensing bottle)		
2	20	pcs	Detergent powder, all purpose, 500 grams		
3	10	bottles	Liquid hand soap (150 ml) (vanilla, citronella, flower scent or fruit scent)(self dispensing bottle)		
4	4	sets	Tornado mop (with spindry bucket set with micro-fiber) (with quality) (with warranty)		
5	30	rolls	Trash bag (plastic, XXXL/37"X 40", thick base/ 10 pcs per roll) (transparent)		
6	4	pcs	Gel scented room freshener (180 g) (floral scents including, jasmine, rose, lavender, citronella and others) (for comfort rooms/rest rooms)		
7	10	bottles	Tile cleaner (bathroom cleaner, removes water stain and tile stain/disinfects surfaces/for fast and easy cleaning) (at least 900 ml)		
8	10	bottles	Fabric Conditioner (anti-bacterial, scent: flowers/blossom/perfumes) (at least 800 ml)		



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

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9	1	pack	Cable tie wire/Self-locking zip ties (11")		
10	1	pack	Cable tie wire/Self-locking zip ties (4")		
11	250	reams	Bond paper A4 (70 gsm)		
12	100	reams	Bond paper legal (70 gsm)		
13	100	pack	AA Battery 2 pc/pack		
14	2	set	Batteries AA (ORIGINAL 4 RECHARGEABLE BATTERIES WITH CHARGER: 4 slots LCD Display with indicator) (at least 1.2V AA rechargeable batteries) (1 Set = 4 rechargeable batteries with 1 4 slots charger)		
15	25	pack	Batteries AA (Alkaline battery, genuine, 2 pcs per pack)		
16	20	pack	Batteries AAA (Alkaline battery, genuine, 2 pcs per pack)		
17	300	pcs	Envelope Expanding (Legal brown)		
18	50	pcs	Folder Expanding Legal (blue)		
19	50	pcs	Folder Expanding Legal (green)		
20	50	pcs	Folder Expanding Legal (red)		
21	10	pcs	Data file box (fits long/legal document - green)		
22	10	pcs	Data file box (fits long/legal document-blue)		
23	10	pcs	Data file box (fits long/legal document - red)		
24	1000	pcs	Folder (Tagboard/WHITE/Legal Size)		
25	20	Bottles	Ink Epson 003 Cyan (original)		
26	20	Bottles	Ink Epson 003 Magenta (original)		
27	20	Bottles	Ink Epson 003 Yellow (original)		
28	5	Bottles	Epson T6641 Black (genuine/original)		
29	20	Bottles	Canon 790 Black (GENUINE)		
30	10	Bottles	Canon 790 Cyan (GENUINE)		
31	10	Bottles	Canon 790 Magenta (GENUINE)		
32	10	Bottles	Canon 790 Yellow (GENUINE)		
33	10	Packs	Photopaper (A4) Glossy (180 gsm)		
34	40	Packs	Specialty Paper (A4) (180 gsm) (10 pcs/pack)		
35	20	Pcs	Record Book 300 pages (wide and for official use)		
36	25	Pads	Sticky Note Pads (3x3) (assorted colors)		
37	20	Pcs	CD Rewritable		
38	24	Pcs	Ballpen, ball point, smooth ink (green)		
39	24	Pcs	Ballpen, ball point, smooth ink (red)		
40	20	Rolls	Masking Tape (2 inches)		
41	20	Rolls	Tape (Transparent, 1")		
42	24	Pcs	Gel Pen, (black)		
43	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)		
44	6	Packs	Tissue paper, pull ups (50 pulls, 100 sheets)		
				<b>TOTAL</b>	

Purpose: Procurement of SDO Baguio janitorial, office supplies and ICT office supplies for the 4th 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

\_\_\_\_\_  
Tin

\_\_\_\_\_  
Date/Telephone No.

Canvassed by:



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