



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
 Address: PR No.: 2024-01-013
 Telephone No.: Quotation No.: 2024-01-022
 e-Mail: Date: January 24, 2024
 Date received by the Supplier: ABC: Php 5,350.00

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 **January 29, 2024 @ 9am.**

Failure to submit on or before the date aforesated will be a ground for disqualification.

CHRISTOPHER C. BENIGNO, Phd, EdD, CESO VI
 Assistant Schools Division Superintendent
 Chairman, Bids and Awards Committee

For the office of the BAC-Chairman

NIEVES D. EBANIO
 Vice-BAC Chairperson

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	1	ream	Oslo Paper		
2	13	box	Pencil		
3	16	pad	Yellow paper		
4	300	pc	Ballpen retractable		

Purpose: Procurement of supplies for the 2024 Division Schools Press Conference

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.



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