



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.: 2024-02-041
Telephone No.:	Quotation No.: 2024-02-046
e-Mail:	Date: February 26, 2024
Delivery Period:	ABC: 261,875.00
Date Received by the Supplier:	

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 March 4, 2024 @ 9am

**Failure to submit this on or before the due date aforstated will be a ground for disqualification.**

  
**CARMELE F. MERIS**

OIC-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.

POSTED IN PHILGEPS

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	5	Pcs	Authentic fine line drawing pen (black, water and fade proof pigment ink)/ (0.7)		
2	20	Pcs	Ballpen, (Retractable ballpoint, rexgrip (black, .5 mm)		
3	20	Pcs	Ballpen, (Retractable ballpoint, rexgrip (blue, .5 mm)		
4	20	Pcs	Ballpen (ballpoint, green,.5mm)		
5	20	Pcs	Ballpen ballpoint (black,.5mm)		
6	20	Pcs	Ballpen ballpoint (blue,.5 mm)		



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:







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7	20	Pairs	Battery (AA, genuine/original)		
8	20	Paris	Battery (AAA, genuine/original)		
9	4	Boxes	Binder Clip, 51 mm (12 pcs/box)		
10	4	Boxes	Binder Clip, 41 mm (12 pcs/box)		
11	4	Boxes	Binder Clip, 32 mm (12 pcs/box)		
12	4	Boxes	Binder Clip, 25 mm (12 pcs/box)		
13	4	Boxes	Binder Clip, 19 mm (12 pcs/box)		
14	2	Bottles	BT60 Brother Ink, black (genuine/original)		
15	1	Bottles	BT5000 Brother Ink, yellow (genuine/original)		
16	1	Bottles	BT5000 Brother Ink, magenta (genuine/original)		
17	1	Bottles	BT5000 Brother Ink, cyan (genuine/original)		
18	2	Bottles	Brother DCP-T420, Pigment Black (genuine/original)		
19	2	Bottles	Brother DCP-T420, Pigment Yellow (genuine/original)		
20	2	Bottles	Brother DCP-T420, Pigment Magenta (genuine/original)		
21	2	Bottles	Brother DCP-T420, Pigment Cyan (genuine/original)		
22	3	Packs	Brown Envelope, Documentary, A4 (500 pcs)		
23	50	Pcs	Correction tape, 8 meters		
24	4	Pcs	Canon Ink, Canon 810 black (genuine/original)		
25	3	Pcs	Canon Ink, Canon 810 /811 colored (yellow, magenta, cyan) (genuine/original)		
26	4	Bottles	Canon Ink, GI 790 black (genuine/original)		
27	3	Bottles	Canon Ink, GI 790 yellow (genuine/original)		
28	3	Bottles	Canon Ink, GI 790 cyan (genuine/original)		
29	3	Bottles	Canon Ink, GI 790 magenta (genuine/original)		
30	12	Pcs	Compact Disc (re writable)		
31	5	Pcs	Clear folder (legal size)		
32	5	Pcs	Clear folder (short)		
33	3	Pcs	Dater, self-inking (mini dater, 3mm)		
34	30	Pcs	Double sided PVC Lever Arch file with 2 ring binder, legal size, blue		
35	2	Boxes	Envelope, mailing, white, 105mm x 241mm (500 pcs/box)		
36	7	Bottles	Epson Ink, 008 Black (genuine/ original)		
37	5	Bottles	Epson Ink, 008 Cyan (genuine/ original)		
38	5	Bottles	Epson Ink 008, Yellow (genuine/ original)		
39	5	Bottles	Epson Ink 008, Magenta (genuine/original)		
40	15	Bottles	Epson Ink, 003 Black (genuine/ original)		
41	5	Bottles	Epson Ink, 003 Cyan (genuine/ original)		







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42	5	Bottles	Epson Ink 003, Yellow (genuine/ original)		
43	5	Bottles	Epson Ink 003, Magenta (genuine/original)		
44	5	Bottles	Epson Ink, Epson 664 Black (genuine/ original)		
45	5	Bottles	Epson Ink, Epson 664 Cyan (genuine/ original)		
46	5	Bottles	Epson Ink, Epson 664, Yellow (genuine/ original)		
47	5	Bottles	Epson Ink, Epson 664, Magenta (genuine/original)		
48	1	Unit	External CD Drive with burner		
49	2	Unit	External Hard Drive, 1 TB (original)		
50	5	Boxes	FASTENER, metal, non-sharp edges, 50 sets per box		
51	10	Bottles	Glue (Paper Multi-purpose glue, white glue, Nontoxic 130 g)		
52	12	Pcs	Marker, broad (black) permanent		
53	12	Pcs	Marker, broad (blue) permanent		
54	20	Pcs	Magazine file (horizontal, blue legal size)		
55	50	Reams	PAPER, bond, Multipurpose (A4), 80 gsm		
56	40	Reams	PAPER, bond, Multipurpose (8.5x13), 80 gsm		
57	5	Reams	PAPER, bond, Multipurpose (A3), 80 gsm		
58	100	Reams	PAPER, bond, MultiPurpose Legal 70 gsm		
59	50	Reams	PAPER, bond, MultiPurpose Legal 70 gsm		
60	5	Boxes	Paper clip (jumbo size, 50 mm) (vinyl coated)		
61	5	Boxes	Paper clip (small size, 30 mm) (vinyl coated)		
62	20	Pcs	Pen, (Gel pen, retractable, .5 mm, blue)		
63	20	Pcs	Pen, (Gel pen, retractable, .5 mm, black)		
64	20	Pcs	Pen, (Gel pen, .5 mm, black)		
65	20	Pcs	Pen, (Gel pen, .5 mm, red)		
66	20	Pcs	Pen, (Gel pen, .5 mm, blue)		
67	20	Pcs	Pen, (Gel pen, .5 mm, green)		
68	20	Pcs	Pen, (Gel pen, .5 mm, violet)		
69	25	Pcs	Pen, (Pin technical drawing pen, .7mm)		
70	5	Pcs	Pencil, mechanical pencil .5 mm		
71	10	Pcs	Plastic Ring binder 1/4 inches		
72	10	Pcs	Plastic Ring binder 3/8 inches		
73	10	Pcs	Plastic Ring binder 1/2 inches		
74	10	Pcs	Plastic Ring binder 3/4 inches		
75	10	Pcs	Plastic Ring binder 2 inches		
76	10	Pcs	Plastic Ring binder 1 inch		
77	10	Pads	Post it note (2 in x 3 in)		
78	10	Pads	Post it, 5 cm x 1.5 cm		
79	10	Pads	Post it, 3 xm x 5 cm		







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80	10	Pads	Post it, 5 cm x 8 cm		
81	10	Pads	Post it, 3 inches by 3 inches		
82	5	Boxes	Push Pins (100 pcs/box) (assorted color)		
83	5	Pcs	Pencil sharpener (Table top, blue, black, green red)		
84	2	Boxes	Rubber band, large-heavy duty (for documents)		
85	10	Pcs	Ruler, metal 12"		
86	20	Pcs	Sign Pen, (black) (precision wear-free needlepoint tips, soft ergonomic grips provide excellent writing comfort, window barrels to make it convenient to monitor ink levels)		
87	30	Packs	Specialty paper, A4 90 GSM (10 pcs per pack)		
88	30	Packs	Specialty Paper; White; 8.5" x 13" size; 10 pcs/pack; 200 gsm		
89	5	Pcs	Stapler (heavy duty, no. 35, metal structure, metal base, 25 sheet capacity, metal structur, plastic cover, wide-angle opening for accurate tacking)		
90	2	Unit	Stapler, heavy duty (for binding) staple sizes: 23/13		
91	2	Unit	Stapler, heavy duty (for binding) staple sizes: 23/24		
92	2	Boxes	Staple wire, 23/13		
93	2	Boxes	Staple wire, 23/24		
94	2	Boxes	Staple wire, (box no. 26/6)		
95	5	Pcs	Stamp pad/office stamp (violet stamp)		
96	10	Bottles	Stamp pad ink refill (original) (violet)		
97	10	Packs	Sticker Paper (A4 size, white) (10 pcs/pack)		
98	30	Packs	Sticker Paper; Matte; 8.5" x 13" size; 10 pcs/pack		
99	10	Pads	Sticky note strips (5 pad /pack)		
100	5	Rolls	TAPE, double sided tape (heavy duty, mounting tape waterproof)		
101	10	Rolls	TAPE, double sided tape, 1"		
102	10	Rolls	TAPE, masking, 2"		
103	10	Rolls	Tape, transparent, 2"		
104	5	Rolls	TAPE, packaging, 2"		
105	5	Pcs	Air Freshener (Room air freshener, floral scent, ocean breeze, citronella) (scented gel) (180 g)		
106	5	Pcs	Bathroom deodorizer (scented bathroom deodorizer, 100 grams, assorted fruits, assorted floral scent)		
107	10	Bottles	Bleach (1000 ml, 99.9% antibac whitens remove stains, deodorizers shortens cleaning time)		
108	6	Pcs	Brush (Multi purpose plastic laundry brush, used for scrubbing, strong bristles)		







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109	5	Unit	Calculator, (991, ES calculator)		
110	6	Pcs	Car Freshener (air freshner, with scents ex, fresh bamboo, marine squash, lemon blast, ocean breeze, floral scents) (10 ml, hanging diffuser/ car perfume)		
111	2	Liters	Car shampoo		
112	10	Packs	Detergent powder (500 g, floral scent)		
113	5	Pcs	Disinfectant spray (at least 170 g, prevents mold and mildew from growing for up to week, kills 99.9% or fungi, viruses, and bacteris, disinfects hundreds of surfaces) (crisp linen scent)		
114	6	Bottles	Disinfectant liquid/cleaning solution (at least 1 liter) (lemon or fruit scent)		
115	20	Pcs	Door mat (floor rags/cloth type, rectangular, washable, at least 13 x 20 inches)		
116	5	Pcs	Engineering Field NOtes		
117	5	Unit	Extension Wire,heavy duty, 5 gang		
118	10	Pcs	Fabric Conditioner (at least 800 ml per bottle) (with cents, floral scents, blissful blossem, boquet)		
119	5	Pcs	FLAG (Philippine National Flag, standard size, cotton with eyelet)		
120	10	Pcs	Flourescent bulb (40 watts)		
121	6	Pairs	Gloves, (Rubberized one side and cloth on the other side)		
122	6	Pairs	Gloves (Thick latex/rubber gloves for dishwashing ) (XL)		
123	6	Pairs	Gloves (Thick latex/rubber gloves for dishwashing ) (L)		
124	3	Sets	Keyboard and mouse (Gaming keyboard and mouse set)		
125	10	Bottles	Liquid hand soap (anti bacterial, with moisturizer, assorted floral scent, fruit scent,baby's breath, citronella)		
126	2	Pcs	Led bulb/light (spot light for historical marker) (with wire) (elegant looking-small)		
127	10	Pcs	Led flourescent bulb, tube 14/15 watts		
128	2	Units	Mop bucket,heacy duty, hard plastic		
129	5	Pcs	Puncher (2 hole, heavy duty, blue and assorted color)		
130	25	Pcs	Sack (brand new, for 50 kgs, one color, no prints)		
131	4	Pcs	Pail (12 liters, premium pail assorted color, original and thick plastic with stainless steel handle, timba)		
132	8	Cans	Paint Tinch of gray (tin cans)		







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133	5	Pcs	Paint brush 3"		
134	5	Pcs	Paint brush 2"		
135	5	Pcs	Roller brush foam 6"		
136	3	Pcs	Roller brush foam 4"		
137	2	Gallons	Nation Mapple (gal-enamel)		
138	5	Cans	Semi Gloss latex (white) (tin cans)		
139	10	Gallons	Sanding paper 120 cc (pcs)		
140	2	Gallons	Paint thinner (gal)		
141	5	Pairs	Gloves (fabric) (pairs)		
142	5	Pcs	Overall clothes		
143	2	Gallons	Tinch of gray (gallon)		
144	1	Bags	Skim coat (bag)		
145	4	Pcs	Steel brush (wood handle, copper/wire brush)		
146	5	Units	Storage box (95 L capacity, snap lock, heavy duty, original and stackable)		
147	2	Sets	Tornado Mop with spin bucket		
148	30	Rolls	Tash bags (XXL, high quality plastic,) (10 pcs per roll)		
149	20	Rolls	Tash bags (L, high quality plastic,) (10 pcs per roll)		
150	30	Rolls	Tash bags (S, high quality plastic,) (10 pcs per roll)		
151	10	Bottles	Toilet bowl cleaner (at least 700 ml, lemon scent, kills 9.9% of viruses and bacteria, cleans and prevents limescale build up up, thick formula for superior cleaning power, long lasting gragrance)		
152	10	Packs	Tissue paper, weight 180 g/roll x 10 rolls, 3 ply		
153	150	Packs	Tissue (Bathroom tissue 2 Ply, 12 rolls, 2 Ply x 150 pulls= 300 sheets, approximate sheet size: 100 mm x 100 mm, with decor embossed sheets, no artificial whiteners, no element chlorine 100% virgin pulp, hygienic) (12 rolls per pack)		
				<b>TOTAL</b>	
Purpose: Procurement of supplies, janitorial supplies and other supplies and materials for the first quarter of CY 2024					





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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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Tin

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

Canvassed by:



Address: 82 Military Cut-off Road, Baguio City  
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