



**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/J. Ambros |
| Address:                       | PR No.: 2024-03-066           |
| Telephone No.:                 | Quotation No.: 2024-03-070    |
| e-Mail:                        | Date: March 25, 2024          |
| Delivery Period:               | ABC: 69,915.00                |
| 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 April 3, 2024 @ 9am

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

**CARMEL 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        | 1    | Piece   | Quality calculator size, 12 digits, dual power |            |             |
| 2        | 170  | Reams   | multi-purpose paper, A4, 500pcs/ream, 70gsm    |            |             |
| 3        | 1    | Liter   | Wood preservative, brown                       |            |             |
| 4        | 2    | Pieces  | Tape dispenser, heavy duty                     |            |             |
| 5        | 25   | Packs   | Trash bag, large, 13x13x32, 10pcs/pack         |            |             |
| 6        | 30   | Packs   | Trash bag, medium, 13x13x32, 10pcs/pack        |            |             |
| 7        | 15   | Pieces8 | Duct tape, 2inches x 25 meters                 |            |             |



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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|   |    |         |  |              |  |
|---|----|---------|--|--------------|--|
| 8   | 51 | Pieces  | Scotch tape, 1 inch.   |              |  |
| 9   | 5  | Boxes   | Sign pen, 0.5mm, blue 12pcs/box  |              |  |
| 10  | 2  | Units   | Printer, printer type: print, scan, copy; maximum print resolution: Up to 5760 x 1440 dpi optimized resolution on various paper types; ISO Print Speed: Black 10.5 ISO ppm and color 5 ISO ppm†; Print Speed: Black 33 ppm and color 15 ppm†; Minimum Ink Droplet Size: 3 picolitres; Copy Quantity: 1-20 copies (without PC); Maximum Copy Size: A4, letter; Scanner Type: Flatbed with color CIS; Optical Resolution: 600 dpi; Hardware Resolution: 600 x 1200 dpi; Maximum Resolution: 9600 x 9600 dpi; Color Bit Depth: 48 bits input, 24 bits output; Monochrome Bit Depth: 16 bits input, 1 bit output; Grayscale Bit Depth: 16 bits input, 8 bits output; Scanner Features: Compatibility with TWAIN, WIA, ICA. Scan to PC (PDF and WSD); Maximum Scan Area: 8.5" x 11.7" (21.6 x 29.7 cm); Paper Sizes: 3,5" x 5", 4" x 6", 5" x 7", 8" x 10", oficio 9 (8,5" x 12,4"), ocio (8,4" x 13"), ocio Mexico (8,5" x 13,4"), legal/11" x 17", letter/8,5" x 11", A4/8,3" x 11,7", executive/7,2" x 10,5", half letter/5,5" x 8,5", A6/4,1" x 5,8", custom size (min. 2,1" x 3,4 - max. 8,5" x 47,2"); Paper Weight: 64 ~ 90 g/m2 |              |  |
| 11  | 4  | Bottles | Ink Epson 3210 (003, black)  |              |  |
| 12  | 2  | Bottles | Ink Epson 3210 (003, yellow)   |              |  |
| 13  | 2  | Bottles | Ink Epson 3210 (003, cyan)   |              |  |
| 14  | 2  | Bottles | Ink Epson 3210 (003, magenta)  |              |  |
| 15  | 33 | Boxes   | Staple wire (26/6)   |              |  |
| 16  | 5  | Gallons | Sodium hypochlorite 3785ml   |              |  |
| 17  | 5  | Cans    | Floor wax, paste, red, 450 grams   |              |  |
|   |    |         |  | <b>TOTAL</b> |  |
| Purpose: Procurement of supplies, materials and semi expendable ICT equipment for the regular operations of ALS office on June 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

\_\_\_\_\_  
Tin

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

Canvassed by:



Address: 82 Military Cut-off Road, Baguio City  
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"DepEd SDO Baguio City:

*We Serve,  
We Care.*" 