



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:SGOD/A. Simangan
Address:	PR No.: 2024-02-053
Telephone No.:	Quotation No.: 2024-02-054
e-Mail:	Date: March 6, 2024
Delivery Period:	ABC: 16,670.00
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 11, 2024 29am

**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.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	65	Reams	Bond paper, A4, 80gsm		
2	100	Packs	Paper vellum, A4, (10pcs/pack) 200 gsm		
3	1	Bottle	Ink for Epson 664, black		
4	1	Bottle	Ink for Epson 664, cyan		
5	1	Bottle	Ink for Epson 664, magenta		
6	1	Bottle	Ink for Epson 664, yellow		
				<b>TOTAL</b>	





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Purpose: Procurement of supplies and materials for the conduct of DepEd order 40, S. 2012 (DepEd Child Protection Policy) for Division Federation Supreme Secondary Learner Government (DFSSLG) on March 23, 2024

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  
Telephone/Fax: (074) 442-4326 / (074) 442-7819 | Email: [baguio.city@deped.gov.ph](mailto:baguio.city@deped.gov.ph)  
Website: [www.depedpines.com](http://www.depedpines.com) | Facebook Page: [facebook.com/DepEdTayoBaguioCity](https://facebook.com/DepEdTayoBaguioCity)

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