



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/N. Tibangay
Address:	PR No.: 2024-04-098
Telephone No.:	Quotation No.: 2024-04-099
e-Mail:	Date: April 25, 2024
Delivery Period:	ABC: 15,000.00
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 May 3, 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	150	Pieces	Notebook, 70-80 leaves		
2	150	Pieces	Ballpen, black		
3	300	Pieces	Brown envelope., long		
4	100	Pieces	Plastic transparent envelope, long		
5	20	Pieces	Manila paper		
6	24	Pieces	Pentel pen, permanent marker		





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7	10	Pieces	Masking tape, 1", 24mm		
8	90	Packs	White vellum paper (for certificate)90 gsm 10pcs/pack		
9	20	Packs	Battery dry cell, AA (2pcs/pack)		
				TOTAL	
Purpose: Procurement of supplies for the conduct of Division Summit on rights of the child cum capacity building for learners and duty bearers on July 26, 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

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Date/Telephone No.

Canvassed by:

