



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.: 2024-05-110
Telephone No.:	Quotation No.: 2024-056-123
e-Mail:	Date: June 3, 2024
Delivery Period:	ABC: 69,500.00
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 June 7, 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	2	Units	Document scanner: scanner Type: Sheet-fed, one-pass duplex color scanner Photoelectric device: CMOS single-line contact image sensor optical resolution:6600 dpi color Bit Depth: 48-bits per pixel internal/ 24-bit external monochrome bit depth: 1- bit Grayscale Bit Depth:16 bits per pixel internal/8-bit		
2	1	Unit	Gun tacker		



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:  
*We Serve,  
We Care.*" 



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3	1	Unit	Binding machine: Number of punched sheets: Up to 25 sheets Master: 2 Spec: 1: Binding ability: 425 sheets Spec. 2. Adjustable spacing: 2.5/3.5/5/6.55mm Spec. 3: Hole shapes: 3x8mm; hole spacing: 14.3mm Spec. 4: 400x280x335mm sales point		
4	1	Unit	Remote control clicker		
					<b>TOTAL</b>
Purpose: Procurement of semi expendable office equipment and materials for the reproduction of DRRM training materials					

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:

