



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.: 2024-05-109              |
| Telephone No.:                 | Quotation No.: 2024-056-124      |
| e-Mail:                        | Date: June 3, 2024               |
| Delivery Period:               | ABC: 25,000.00                   |
| 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 June 6, 2024 2:00pm

**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        | 50   | Reams | A4 bond paper (70gsm, 500 sheets per ream)    |              |             |
| 2        | 50   | Reams | Legal bond paper (70gsm, 500 sheets per ream) |              |             |
|          |      |       |   | <b>TOTAL</b> |             |

Purpose: Procurement of supplies and materials for reproduction of DRRM training materials





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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  
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://www.facebook.com/DepEdTayoBaguioCity)

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