



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: 2024-06-138
Address:	PR No.: 2024-06-138
Telephone No.:	Quotation No.: 2024-07-145
e-Mail:	Date: July 2, 2024
Delivery Period:	ABC: 89,717.70
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 July 9, 2024 @ 9am

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

CARMEL E. 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

POSTED IN PHILGEPS

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	27	Pieces	Acrylic with wooden stand 8"x10" (see attached specifications)		
2	3	Pieces	Cordilleran accent laptop bag (length: 37.3cm; Width 28.5cm; Height 1.5cm (see attached specifications)		
3	10	Pieces	Mini stapler with staple wire		
4	5	Pieces	Journal notebook, hardbound		
5	5	Pieces	File case, plastic transparent, A4, 2 lock		
6	27	Pieces	Highlighter		
7	29	Pieces	Permanent marker, black		
8	10	Pieces	Whiteboard marker, black		
9	5	Pieces	Tape dispenser for 1"		
10	54	Pieces	Ballpen, red		
11	17	Pieces	Cork board 2ft x 3 ft (24"x36")		
12	22	Pieces	Sign pen V5, black		





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13	22	Pieces	Clicker (wireless presenter clicker, with button to page up and down)		
14	22	Pieces	Kraft brown corrugated box (L: 42.5cm, W: 32.5cm, H: 265.5cm) (see attached specification and sample)		
15	10	Pieces	Kraft brown corrugated box (26.5x16x4.7cm) (see attached specification and sample)		
				TOTAL	

Purpose: Procurement of supplies and materials for the conduct of the 2nd Division Gawad Siklab: Search for the outstanding youth formation implementers, student leaders, teacher advisers and school club organizations

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
Website: www.depedpines.com | Facebook Page: [facebook.com/DepEdTayoBaguioCity](https://www.facebook.com/DepEdTayoBaguioCity)

"DepEd SDO Baguio City:

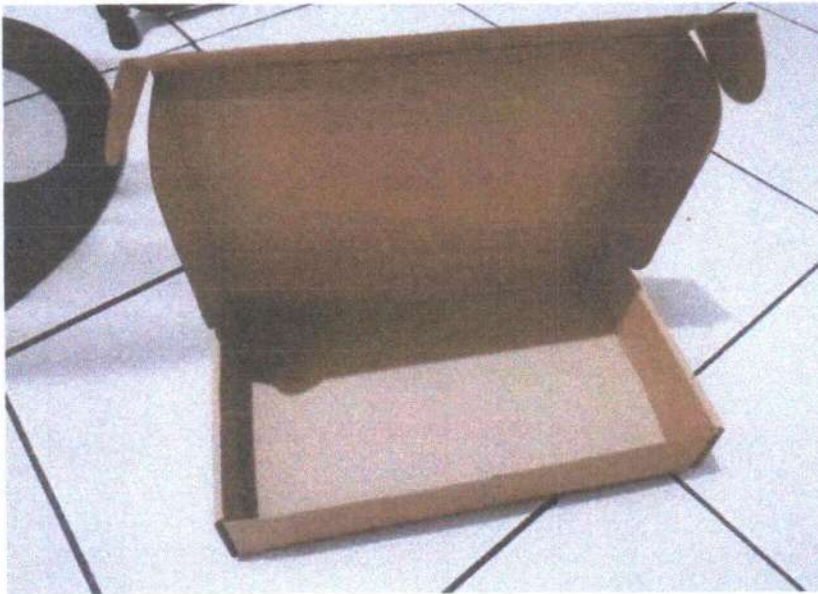


Specifications for Boxes

Kraft Brown Corrugated Box (L: 42.5cm, W: 32.5cm, H: 265.5cm) (see attached specification and sample)



Kraft Brown Corrugated Box (26.5x16x4.7 cm) (see attached specification and sample)



SAMPLE CORDILLERAN ACCENT BAG



SAMPLE DESIGN FOR PLAQUE

