



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. Buccat
Address:	PR No.:2024-08-220
Telephone No.:	Quotation No.: 2024-08-201
e-Mail:	Date: August 8, 2024
Delivery Period:	ABC: 213,810.00
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 August 19, 2024 @ 9am

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

FOR.

CARMEL F. MERIS

OIC-Assistant Schools Division Superintendent
 Chairman, Bids and Awards Committee

Digitally signed by Niño
 M. Tibangay
 Date: 2024.08.13 08:23:57
 +08'00'

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	711	Pieces	Expanded Brown Envelope		
2	700	Pieces	Notebook thick cover, 4x6 inches un size, 80 leaves		
3	10	Boxes	Signpen, black, 0.5 ballpoint, durable, 12 pcs per box		
4	100	Reams	Bond Paper, A4, 70 gsm		
5	100	Reams	Bond Paper, long size, 70 gsm		
6	100	Pieces	Manila Paper		
7	18	Boxes	Permanent Marker, Black, Broad Tip (high quality, xylene free), 12 pcs per box		
8	18	Boxes	Permanent Marker, Blue, Broad Tip (high quality, xylene free), 12 pcs per box		
9	40	Boxes	Crayons, 16 colors per box (high quality)		
10	8	Pieces	Metal Desk Stapler, durable, able to staple 20 sheets of 80gsm paper		
11	54	Pieces	Scissors, durable, 6.5 inches length		





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12	350	Packs	Special Certificate Paper, A4, 90gsm, cream/white, 10pcs per pack		
13	836	Pieces	Certificate Holder, for A4 size paper		
14	40	Pieces	Double Sided Tape, 1 inch size		
15	30	Pieces	Masking Tape, 1/2 inch size		
16	30	Pieces	Masking Tape, 1 inch size		
17	30	Pieces	Masking Tape, 2 inch size		
18	10	Packs	Colored Paper, A4, 120gsm, 250 sheets per pack		
19	20	Boxes	Pencil, #2, high quality, 12pcs per box		
20	2	Boxes	Pencil sharpener, dual (2) holes, 24pcs per box		
21	10	Pieces	Cutter, heavy duty, sharp blade, retractable		
22	20	Pieces	Correction tape, 16m		
23	10	Packs	Sticky Notes, 3x3 inches, 100 sheets per pad		
24	10	Pieces	Liquid Glue, clear or white, 240ml		
25	10	Boxes	Staple Wire, No. 35-5M, 5000 staples per box		
26	100	Pieces	Cartolina, (red, green, pink, blue, yellow), 20 pcs per color		
27	20	Pieces	Ruler, 12 inches, made of clear plastic		
28	15	Pieces	Meter Stick, Wood Type		
29	9	Bottles	Printer Ink, Black, Epson 003		
30	4	Bottles	Printer Ink, Cyan, Epson 003		
31	4	Bottles	Printer Ink, Yellow, Epson 003		
32	4	Bottles	Printer Ink, Magenta, Epson 003		
33	30	Packs	Tissue paper (double ply) 12 pcs per pack		
34	11	Bottles	Isopropyl Alcohol, 70% Alcohol content, 500ml		
					TOTAL
Purpose: Procurement of supplies and materials for the conduct of program implementation review of school-based training for teachers on MATATAG Curriculum					

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:

