



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:CID/J. Sannad
Address:	PR No.:2024-08-203
Telephone No.:	Quotation No.: 2024-08-184
e-Mail:	Date: August 7, 2024
Delivery Period:	ABC: 18,518.85
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 13, 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:

- Mayor's / Business permit
- PhilGEPS registration number or certificate
- Omnibus Sworn Statement if above 50,000.00
- 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	10	Pieces	High quality robust advanced desktop metal half strip stapler cartridge capacity: at least 100 24/6 staples or 140 26/6 staples stapling depth: at least 52mm stapler dimension: at least (WxHxL) 4.2in x 1.5in x 7.8in		
2	1000	Pieces	Plastic ring/comb binder for spiral binding, 14mm, cut to A4 size		
3	5	Pieces	Computer keyboard wired		
4	5	Pieces	Computer mouse wired		
				TOTAL	

Purpose: Procurement of supplies for the production of transition learning resources lesson exemplars and worksheets for the implementation of MATATAG Curriculum





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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://facebook.com/DepEdTayoBaguioCity)

"DepEd SDO Baguio City:

