



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.:2024-07-191
Telephone No.:	Quotation No.: 2024-08-205
e-Mail:	Date: August 14, 2024
Delivery Period:	ABC: 3,285.00
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 Tibangay  
 Date: 2024.08.14 13:36:58 +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.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	75	Pieces	Brown envelope, craft legal size		
2	75	Pieces	Notebook, 50 leaves		
3	75	Pieces	Black ballpen		
				<b>TOTAL</b>	

Purpose: Procurement of training kits for the conduct of seminar workshop on mental health and psychological services MHPSS and suicide prevention in schools Batch 1 on September 18 to 20, 2024

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:

