



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.: 2024-09-253
Telephone No.:	Quotation No.: 2024-09-239
e-Mail:	Date: September 25, 2024
Delivery Period:	ABC: 13,360.00
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 October 3, 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

NINO M. TIBANGAY
 BAC Vice-Chairperson

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	ABC	Unit Price	Total Price
1	380	Pieces	Brown envelope, long, 10" x 15"	6.00x380= 2,280.00		
2	380	Pieces	Filler notebook, 150mm x 215mm, 16 sheets	12.40x380 =4,712.00		
3	20	Boxes	Ballpen, black, 0.5 (12pcs/box)	75.00x20= 1,500.00		



Address: 82 Military Cutoff Rd, Baguio, Benguet, 260

Telephone No.: (074) 665-1231

Email Address: baguio.city@deped.gov.ph



DepEd Tayo Baguio City



<https://depedpines.cc>



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4	20	Boxes	Ballpen, blue, 0.5 (12pcs/box)	75.00x20= 1,500.00		
5	2	Boxes	Permanent marker, black and blue, broad	120.00x20 =240.00		
6	16	Packs	Manila paper, light brown, 36" x 48" 63gsm 5 sheets/ pack	50.00x16= 800.00		
7	1	Ream	Construction paper, 9"x12"	328.00x1= 328.00		
8	25	Packs	Board certificates, 90gsm, A4 10 sheets/pack	40.00x25= 2,000.00		
					TOTAL	
Purpose: Procurement of supplies and materials for the Division ARH summit on October 18, 25 and November 22 and 29, 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

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Date/Telephone No.

Canvassed by: