



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. Simangan
Address:	PR No.:2024-11-311
Telephone No.:	Quotation No.: 2024-11-290
e-Mail:	Date: November 13, 2024
Delivery Period:	ABC: 62,310.00
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 November 20, 2024 29am

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

POSTED IN PHILGEPS

**NINO M. TIBANGAY**  
BAC Vice-Chairperson

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	ABC	Unit Price	Total Price
1	10	Pcs	Glue Gun, Big	200.00x10 =2,000.00		
2	5	Pcs	Glue Gun Small	160.00x5= 800.00		
3	50	Packs	Glue Stick (for BIG glue gun), 8pcs/pack	70.00x50= 3,500.00		
4	50	Packs	Glue Stick (for SMALL glue gun), 8pcs/pack	60.00x50= 3,000.00		
5	20	Rolls	Packaging Tape (brown), 48mm x 5 m	75.00x20= 1,500.00		
6	3	Rolls	Laminating Film (roll); 250mic 12" x 50m	1,200.00x3 =3,600.00		





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7	4	Pieces	Battery Charger Recharge MAXI for AA and AAA CHVCM4 with free 4 pcs Rechargeable AA (see attached for specifications)	1,700.00x4 =6,800.00		
8	12	Packs	Rechargeable Battery AA (1.2V 2000mah AA And 800mah AAA NI-MH Rechargeable Batteries); 2pcs/pack	285.00x12 =3,420.00		
9	8	Packs	Rechargeable Battery AAA (1.2V 800mah AA And 800mah AAA NI-MH Rechargeable Batteries); 2pcs/pk	280.00x8= 2,240.00		
10	50	Packs	Photo Paper, A4, Glossy, 260gsm, 20pcs/pack	250.00x50 =12,500.00		
11	30	Packs	Sticker Paper, A4, Matte Type, 80gsm, 10pcs/pack	100.00x30 =3,000.00		
12	36	Rolls	Transparent Tape, 1", 24mmx 40meters	50.00x36= 1,800.00		
13	100	Pcs	Envelope, Expanding, LEGAL w/ strap, kraft brown	25.00x100 =2,500.00		
14	10	Pcs	Wooden Frame w/ glass certificate holder, A4 size	160.00x10 =1,600.00		
15	60	Pcs	Kraft Brown Corrugated Box (L: 42.5cm, W: 32.5cm, H: 265.5cm) (see attached specification and sample)	100.00x60 =6,000.00		
16	10	Packs	Garbage Bag, Black, Lage Size; 13x13x32"; 50pcs/pack	150.00x10 =1,500.00		
17	5	Packs	Metacards, 500 sheets cardstock sheets, 5.5x8.5; assorted colors	350.00x5= 1,750.00		
18	60	Pcs	Marking Pen, Pentel Pen, Permanent Market, BLACK	50.00x60= 3,000.00		
19	60	Pcs	Marking Pen, WHITEBOARD MARKER, Black	30.00x60= 1,800.00		
					<b>TOTAL</b>	
Purpose: Procurement of supplies and materials for the conduct of the youth formators convergence on December 2 to 6, 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: