



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.:2024-11-334
Telephone No.:	Quotation No.: 2024-11-304
e-Mail:	Date: November 27, 2024
Delivery Period:	ABC: 14,698.52
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 December 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	1	Ream	Oslo paper	250.00		
2	13	Piece	Pencil #1	100.0x13= 1,300.00		
3	30	Pads	Yellow paper	50.00x30= 800.00		
4	300	Pieces	Ballpen retractable heavy duty	300.00x10 =3,000.00		
5	3	Pieces	Data file box	148.70x3= 446.0		
6	3	Bottles	Ink Epson 003 black	295.00x3= 885.00		
7	3	Bottles	Ink Epson 003 cyan	300.00x3= 900.00		



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8	3	Bottles	Ink Epson 003 magenta	300.00x3= 900.00		
9	3	Bottles	Ink Epson 003 yellow	300.00x3= 900.00		
10	5	Packs	Brown envelope short	186.00x5= 930.00		
11	100	Packs	Special certificate paper 90 GSM	35.00x100 =3,500.00		
12	50	Pieces	Marker permanent black	8.43x50= 421.50		
13	2	Reams	Paper legal	232.93x2= 465.92		
					<b>TOTAL</b>	

Purpose: Procurement of supplies for the Division schools press conference

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: