



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.:2024-11-339
Telephone No.:	Quotation No.: 2024-12-318
e-Mail:	Date: December 03 2024
Delivery Period:	ABC: 270,797.10
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 10, 2024 @9:00 AM

Failure to submit this on or before the due date aforesated will be a ground for disqualification.

(on leave)

CARMEL F. MERIS

OIC-Assistant Schools Division Superintendent
 Chairman, Bids and Awards Committee

NIÑO 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	50	pack	BATTERY, dry cell, size AA	21.84 x 50 =1,092.00		
2	50	pack	BATTERY, dry cell, size AAA	19.76 x 50 =988.00		
3	1100	ream	PAPER, MULTICOPY A4 (80 gsm)	217 x 1100 =238,700.00		
4	2	box	ENVELOPE, Expanding, Kraft	1374.88 x 2=2749.46		
5	100	pc	MARKER, Whiteboard, Black	10.40 x 100 = 1,040.00		
6	100	pc	MARKER, Whiteboard, Blue	10.40 x 100 =1,040.00		



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7	100	pc	MARKER, Whiteboard, Red	10.40 x 100 =1,040.00		
8	2	unit	PAPER, SHREDDER	5699.20 x 2 =11,398.40		
9	5	pc	PUNCHER, paper, heavy duty	162.24 x 5=811.20		
10	11	pack	FOLDER, L-type, A4	187.54 x11 =2,062.94		
11	10	pc	STAMP PAD, felt	42.64 X 10 =426.40		
12	50	pad	NOTEPAD, stick on, 50 mm x 76 mm	39.52 x 50 =1,976.00		
13	50	pad	NOTEPAD, stick on, 76 mm x 100 mm	59.28 x 50 =2,964.00		
14	50	pad	NOTEPAD, stick on, 76 mm x 76 mm	52 x 50 =2,600.00		
15	2	box	PAPER, parchment	189.28 x 2 =378.56		
16	5	box	FASTENER	94.64 X 5 =473.20		
17	2	box	ENVELOPE, Mailing, with window	528.32 x 2 =1,056.64		

Purpose: Procurement of materials for the reproduction and distribution of MATATAG print and non-print learning materials for Pilot Schools.

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: