



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
SAN CARLOS HEIGHTS ELEMENTARY SCHOOL
PUROK 20, IRISAN, BAGUIO CITY

REQUEST FOR QUOTATION

Standard Form No.: SF-GOOD-60
 Revised on: May 24, 2004
 Standard Form Title: Request for Quotation

REGULAR MOOE

Supplier: _____ Requesting Unit: SAN CARLOS HEIGHTS ES
 Address: _____ PR No.: 2025-01-002
 Telephone No.: _____ Quotation No.: 2025-01-001
 e-Mail: _____ Date: January 28, 2025
 Date received by the Supplier: _____ ABC: **Php 160,140.00**

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 **February 6, 2025**.

MADELYNE L. JOSE
 School BAC Chairman, Bids and Awards Committee

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement

Note:

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Delivery period within seven (7) Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.
- ✓ Supplier should deliver the supplies and materials at San Carlos Heights ES

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
Semi-expendable Machinery and Equipment					
1	1	unit	4 Drawer Lateral File cabinet with keylock, steel office cabinet, lockable drawers, document cabinet		
2	1	piece	22"x10" Bass drum		
3	12	piece	Automatic LED emergency light, 220V, rechargeable		
4	7	piece	Laminating machine, A4/A3, heavy duty		
5	1	unit	Paper shredder		
6	7	unit	Paper cutter trimmer, A4, portable		
7	7	unit	10 meters, extension wheel type (extension wire, heavy duty)		
Office Supplies					
8	2	gallon	Glue, all purpose		
9	30	ream	Paper, multi-purpose, legal size, 80 gsm		
10	50	ream	Paper, multi-purpose, A4 size, 80 gsm		
11	15	pack	laminating film, 100pcs, 125 microns		
12	101	piece	manila paper		
13	25	piece	double-sided tape, 1 inch		
14	25	piece	double-sided tape, 2 inches		



Address: Purok 20, Irisan, Baguio City
Email Address: 136389@deped.gov.ph
Facebook page: DepEd Tayo San Carlos Heights Elementary School



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15	60	piece	tape, transparent, 1 inch		
16	60	piece	tape, transparent, 2 inches		
17	60	piece	tape, masking, 1 inch		
18	60	piece	tape, masking, 2 inches		
19	30	piece	sign pen, medium tip, blue		
20	30	piece	sign pen, medium tip, black		
21	25	pack	whiteboard marker, black, 12s, broad tip		
22	25	pack	permanent marker, black, 12s, broad tip		
23	20	bottle	ink refill, whiteboard marker, black		
24	20	bottle	ink refill, permanent marker, black		
25	30	piece	Certificate Holder, A4 size (*Gender and Development Activity)		
			Other supplies and materials		
26	5	gallon	Liquid hand soap		
27	15	liter	Liquid plumber/ liquid sosa		
28	30	kg	Detergent powder, all purpose		
29	20	set	Heavy duty laminated padlock, long shackle, 45mm		
30	5	piece	Scrub brush with long handle		
31	5	piece	Scrub brush		
				TOTAL	

Purpose: Procurement of semi-expendable machinery and equipment, school/office supplies and other supplies and materials/janitorial supplies

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 (Please indicate if VAT or NONVAT)

Date/ Contact No.

Canvassed by: FEDERICO L. DULAY III



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