



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.:2024-12-376
Telephone No.:	Quotation No.: 2025-01-007
e-Mail:	Date: January 14, 2025
Delivery Period:	ABC: 7,355.00
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 January 20, 2025 2PM

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

**CARMEL F. MERIS**

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

**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
5. PLEASE write the UNIT PRICE and TOTAL PRICE

**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	Unit Price	Total Price
1	35	Pcs	Brown envelope long 10"x15"		
2	35	Pcs	Notebook		
3	3	Boxes	Ballpen black 0.5 12 pcs per box		
4	2	Boxes	Permanent marker, black, blue broad		
5	1	Ream	Multi colored construction paper 9"x1 250 sheets/ ream		



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6	15	Packs	Board certificates 120 gsm A4 10 sheets per pack		
7	3	Pieces	Packing tape 2		
8	3	Pieces	Megabox plastic container (55"x39"x34)		
9	12	Pieces	Certificate holder A4		
10	5	Reams	Long bond paper, 80 GSM		
				<b>TOTAL</b>	
Purpose: Procurement of supplies for the conduct of adolescence reproductive health summit					

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

\_\_\_\_\_  
Date/Telephone No.

Canvassed by: