



**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:OSDS/A. Doyaoen
Address:	PR No.:2025-01-001
Telephone No.:	Quotation No.: 2025-01-006
e-Mail:	Date: January 14, 2025
Delivery Period:	ABC: 7,615.00
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	12	Pcs	Colored Folders (Yellow, 9.13in x 2.14in x 14.8in, 5.031kg)		
2	10	Pcs	Colored Folders (Green, 9.13in x 2.14in x 14.8in, 5.031kg)		
3	10	Pcs	Colored Folders (Orange, 9.13in x 2.14in x 14.8in, 5.031kg)		



**Address:** 82 Military Cutoff Rd, Baguio, Benguet, 2600  
**Telephone No.:** (074) 665-1231  
**Email Address:** baguio.city@deped.gov.ph



DepEd Tayo Baguio City



<https://depedpines.com>



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4	10	Pcs	Colored Folders (Red, 9.13in x 2.14in x 14.8in, 5.031kg)		
5	3	Packs	Plain White Folders (Legal, 12 x 19 in)		
6	6	Reams	Coupon Bond (Long, 8.5 x 13in)		
7	6	Reams	Coupon Bond (A4, 8-1/4 x 11-3/4 in)		
8	45	Packs	Certificate Paper (A4: 9in x 1.8in 12.5in)		
9	1	Box	Mailing Envelopes (8in x 5in x 9in)		
10	1	Box	Hi-Techpoint Pen BX-V5 0.5mm, Blue		
11	4	Pcs	Scotch Tape (transparent, 24mm)		
12	4	Books	Log Book (8.5in x 11in, 500 pages)		
				<b>TOTAL</b>	
Purpose: Procurement of office supplies for Legal office use					

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: