



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/A. Saguid
Address:	PR No.: 2025-01-015
Telephone No.:	Quotation No.: 2025-02-017
e-Mail:	Date: February 5, 2025
Delivery Period:	ABC: 63,036.75
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 February 11, 2025 @ 9am

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

CARMELE 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	15	Pcs	Target Faces - 80cm in size		
2	15	Pcs	Target Faces - 120cm in size		
3	75	Packs	Certificate Paper - A4, White, 200 gsm, 10 pcs. per pack		
4	50	Reams	Bond Paper		



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			- A4, 70 gsm		
5	50	Reams	Bond Paper - Long, 70 gsm		
6	25	Pcs	Filing box (long, green)		
7	4	Bottles	all-purpose glue		
8	3	Sets	heavy duty rechargeable AA battery with charger		
9	4	Pcs	rechargeable battery AA (Up to 5-year battery life of total usable life under typical usage patterns Can be charged 100s hundreds of times Charge lasts up to 12 months in storage)		
10	20	Packs	Sticker Paper - Matte, A4, 10 pcs per pack		
11	20	Pieces	Scotch Tape - 2 inches, 200M per roll		
12	20	Pieces	Double Sided - 1 inch,		
13	8	Boxes	Ballpen -Blue ballpoint, 12pcs per box		
14	3	Boxes	Ballpen -Black, ballpoint, 50pcs per box		
15	51	Boxes	Expanded Envelope - Green, long		
16	49	Pcs	Expanded Folder - long, green		
17	5	Boxes	Rubber Band - thick quality, Big Size (350g)		
18	40	Boxes	Thumb Tacks - 50 pcs box		
19	7	Bottles	Alcohol - 70% Isopropyl Alcohol, 1 Gallon, FDA Approved		
				TOTAL	
Purpose: Procurement of supplies and materials for physical sports, SBM congress, DRRM and HRD					

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: