



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/L. Mangangey
Address:	PR No.:2025-12-022
Telephone No.:	Quotation No.: 2025-02-031
e-Mail:	Date: February 12, 2025
Delivery Period:	ABC: 32,812.00
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 February 18, 2025 2 9am

**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	70	Pieces	Clear book legal size		
2	10	Pieces	Sign pen fine tip, black		
3	10	Pieces	Sign pen medium tip, black		
4	10	Pieces	Sign pen medium tip, blue		
5	9	Pieces	Flash drive (64 GB capacity)		
6	5	Pieces	Glue all purpose		





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7	10	Packs	Photo paper		
8	1	Pack	Sticker paper (100 sheets)		
9	46	Packs	Velum board		
10	13	Pads	Notepad stick on 50MMx76MM		
11	10	Pads	Notepad stick on 76MMx100MM		
12	40	Pads	Notepad stick on 76MMx76MM		
13	50	Pieces	Tape masking 24MM		
14	25	Pieces	Tape masking 48MM		
15	50	Pieces	Tape transparent 24MM		
16	20	Pieces	Tape packaging 48MM		
17	10	Packs	Trash bag XL size		
18	10	Pieces	Certificate holder		
19	5	Pieces	Tape dispenser		
				<b>TOTAL</b>	
Purpose: Procurement of supplies and materials for the implementation of IPED					

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: