



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.:2025-07-160
Telephone No.:	Quotation No.: 2025-07-160
e-Mail:	Date: July 14, 2025
Delivery Period:	ABC: 155,000.00
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 July 21, 2025 29am

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

POSTED IN PHILGEPS

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	120	Rolls	Manila paper (100 pcs per roll, size 36 inches x 48 inches)		
2	300	Pieces	Whiteboard marker (100 pcs black, 100 blue, 100 red)		
3	185	Pieces	Plastic expanded envelope		
4	185	Pieces	Notebook high end faux leather retro notebook with retro shell design, A5 size		





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5	185	Pieces	Black ballpen (best in quality)		
6	105	Pieces	Technicolor cartolina		
7	185	Pieces	Certificate holder A4		
8	30	Reams	Special certificate paper		
9	100	Pieces	Scissors for paper/cardboard cutting 160mm min length of the cutting blade: 70mm min thickness of the cutting blade 1.70mm min length of metal handle		
10	50	Boxes	Double crayon		
11	8	Pieces	Storage box 120L stock box with wheels L 699mm x W 495mm X H 394mm		
				TOTAL	
Purpose: Procurement of supplies for training materials and supplies in the conduct of revised K to 12 training batch 2 on July 23-25, 2025					

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: