



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/J. Sannad
Address:	PR No.: 2025-07-145
Telephone No.:	Quotation No.: 2025-07-145
e-Mail:	Date: July 1, 2025
Delivery Period:	ABC: 19,430.00
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 8, 2025 @ 9:30 AM

Failure to submit this on or before the due date aforesated 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	9	box	Envelope-expanding kraft, legal with elastic band (100 pcs per box)		
2	182	pack	Special paper - A4, 200 GSM, cream, (10 pcs per pack)		
				TOTAL	

Purpose: Procurement of supplies for literacy program and summer academic remedial program.

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:

