



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.: 2025-07-146
Telephone No.:	Quotation No.: 2025-07-146
e-Mail:	Date: July 2, 2025
Delivery Period:	ABC: 214,785.00
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 aforesaid 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	61	piece	glue stick		
2	4	ream	expanding envelope (assorted colors) (100/box)		
3	2	ream	ENVELOPE, Documentary, A4 (500/box)		
4	2	ream	ENVELOPE, Documentary, Legal (500/box)		
5	2	ream	FOLDER with TAB, Legal (100)		
6	2	ream	FOLDER, Pressboard (100/box)		
7	2	ream	FOLDER, L-type, Legal (12)		
8	2	ream	FOLDER, L-type, A4 (12)		



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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9	20	set	letter alphabet (flashcard A-Z)		
10	50	pack	photo paper (180 gsm) A4		
11	30	roll	plastic cover 2.6		
12	55	pc	mega box storage box 120L		
13	220	pc	certificate holder (A4)		
14	250	pack	specialty paper (A4), cream 90 gsm		
15	7	pc	laminating machine (A3)		
16	572	pc	heavy duty cutter board (paper cutter A3, A4, A5, B5 & B4 Size ( Metal Base / Wood Base )		
				<b>TOTAL</b>	

Purpose: Procurement of supplies and semi-expendable equipment for the 2025 Learning Camp

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: