



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.:2025-09-208
Telephone No.:	Quotation No.: 2025-09-211
e-Mail:	Date: September 2, 2025
Delivery Period:	ABC: 25,000.00
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 September 8, 2025 @ 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 Cost	Unit Price	Total Price
1	350	Pieces	Certificate holder, A4, red	45.00		
2	23	Packs	Notarial/gold seal 2", 40 per pack	49.00		
3	15	Rolls	Ribbon #9, 50 yards color red	153.00		
4	15	Packs	Safety pin, #0 120pcs/pack	42.00		
5	38	Pieces	Masking tape ½ inch	22.00		
6	3	Packs	Laminating film, 250mic., 10 pcs/pack	181.00		



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7	6	Packs	Parchment paper, A4 80GSM, 100pcs/pack	468.00		
8	3	Pieces	Long arm stapler, use staplers: 24/6 or 26/6	337.00		
			*To be canvassed in lot			
					TOTAL	

Purpose: Procurement of supplies and materials for ALS graduation and moving-up ceremonies for SY 2025-2026

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: