



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.:2025-10-249
Telephone No.:	Quotation No.: 2025-10-252
e-Mail:	Date: October 17, 2025
Delivery Period:	ABC: 12,428.00
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 October 23, 2025 @9:00 AM

Failure to submit this on or before the due date aforesated will be a ground for disqualification.

CARMEL A. 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	20	ream	Paper, Multicopy, A4	184.00		
2	20	pack	Paper, Sticker, Matte Finish	44.00		
3	11	pack	Paper, board, Assorted Color, A4	45.00		
4	3	bundle	Folder, L-Type, A4	91.00		
5	3	bundle	Folder, L-Type, Legal	115.00		



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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6	80	box	Pencil, lead, with eraser, no. 2	77.00		
7	17	roll	Tape, packaging, 48 mm	35.00		
					TOTAL	
Purpose: Procurement of supplies for the administration of national assessments-ELLNA, NAT 10						

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: