



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY
 SAN CARLOS HEIGHTS ELEMENTARY SCHOOL
 PUROK 20, IRISAN, BAGUIO CITY

REQUEST FOR QUOTATION (RFQ)

Standard Form No.: SF-GOOD-60
 Revised on: May 24, 2004
 Standard Form Title: Request for Quotation

REGULAR MODE

Supplier: _____ Requesting Unit: SAN CARLOS HEIGHTS ES
 Address: _____ PR No.: 2025-10-050
 Telephone No.: _____ Quotation No.: 2025-10-033
 e-Mail: _____ Date: October 27, 2025
 Date received by the Supplier: _____ ABC: **Php 99,035.00**

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 31, 2025**.

MADELYNE L. JOSE
 School BAC Chairperson

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus sworn statement (updated)

Note:

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Delivery period within 7 calendar days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	29	piece	Notebook, 60 leaves		
2	29	piece	Black ballpen		
3	55	pad	Sticky note pad, 100 sheets per pad, dimension: 3x3 inches		
4	50	pack	Cartolina, assorted colors, 20 pcs per pack		
5	20	pack	Trash bag, XL, 10pcs per pack		
6	20	pack	Trash bag, L, 10 pcs per pack		
7	3	unit	Printer, all-in-one ink tank that can scan, print and photocopy		
8	133	piece	Rescue helmet (skull guard/hard hat) for emergency use		

Note: All items to be delivered at SCHES; inclusive of delivery fee TOTAL
 Purpose: Procurement of office, school and janitorial supplies; semi-expendable equipment and for emergency use/ earthquake drill

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 (Please indicate if VAT or NONVAT)

 Date/ Contact No.

Canvassed by:



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