



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:OSDS/N. Ebanio
Address:	PR No.:2025-11-292
Telephone No.:	Quotation No.: 2025-11-282
e-Mail:	Date: November 11, 2025
Delivery Period:	ABC: 228,750.00
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 November 17, 2025 2:00pm

**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.

POSTED IN PHILGEPs

Item No.	Qty.	Unit	Item Description	Unit Cost	Unit Price	Total Price
1	158	Pieces	Personalized Plaque - Acrylic - With agency logo - With wooden base: 1.5 inches in height a. Size 8 x 7 inches, thickness: 8mm (10, 15, 20, 25, 30 & 35 years in service)	1,200.00		
2	29	Pieces	Personalized Plaque - Acrylic	1,350.00		



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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			- With agency logo - With wooden base: 1.5 inches in height b. Size 9 x 8 inches, thickness: 8mm (Retirees) Quantity			
			Additional Specification: 1. Each plaque should be individually packaged in an eco-bag 2. Sample of plaque attached. Full text will be sent in soft copy to the awarded supplier. 3. Payment terms: one month after completion of post procurement documents (subject to change)			
					<b>TOTAL</b>	

Purpose: Procurement of plaques for the 2025 loyalty and service awards program on December 15, 2025

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: