



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/V. Cadungog
Address:	PR No.: 2025-11-280
Telephone No.:	Quotation No.: 2025-11-270
e-Mail:	Date: November 5, 2025
Delivery Period:	ABC: 199,995.50
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 11, 2025 @ 9:00 AM

**Failure to submit this on or before the due date aforesated 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
			OFFICE SUPPLIES AND MATERIALS			
1	15	pack	BATTERY AA genuine/ original Alkaline 2pcs/pack leak resistant design that provides protection up to two years long lasting power	100.00		
2	10	pack	BATTERY AAA genuine/ original Alkaline 2pcs/pack leak resistant design that provides	110.00		



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600  
 Telephone No.: (074) 665-1231  
 Email Address: baguio.city@deped.gov.ph



DepEd Tayo Baguio City



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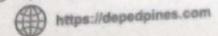
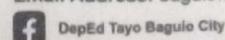
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			protection up to two years long lasting power			
3	5	box	BINDER CLIP 51mm, 12 pcs/box	65.00		
4	5	box	BINDER CLIP 1mm, 12 pcs/box	44.00		
5	5	box	BINDER CLIP 3 2mm, 12 pcs/box	26.00		
6	5	reams	Bond paper Short, 80 gsm 500 sheets per ream	210.00		
7	10	packs	Clear Sliding Folder Long (hard) 10 pcs/ pack (refer to attached picture)	180.00		
8	20	pcs	Expanding Folder Legal size Press board green	12.50		
9	19	pcs	Expanding Folder Legal size Press board red	12.50		
10	130	pcs	Expanding Folder Legal size Press board blue	12.50		
11	15	bottles	Epson Ink 003 black genuine/ original High quality, high page yield, spill free	300.00		
12	12	bottles	Epson Ink 003 cyan; genuine/ original High quality, high page yield, spill free	310.00		
13	12	bottles	Epson Ink 003 magenta; genuine/ original High quality, high page yield, spill free	310.00		
14	12	bottles	Epson Ink 003 yellow; genuine/ original High quality, high page yield, spill free	310.00		
15	12	bottles	Epson Ink 008 black; genuine/ original High quality, high page yield, spill free	1,110.00		
16	10	bottles	Epson Ink 008; cyan; genuine/ original High quality, high page yield, spill free	1,060.00		



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17	10	bottles	Epson Ink 008; magenta; genuine/ original High quality, high page yield, spill free	1,060.00		
18	10	bottles	Epson Ink 008; yellow; genuine/ original High quality, high page yield, spill free	1,060.00		
19	10	bottles	Glue non-toxic; quick drying, multi-use, 130g	68.00		
20	1	units	Ladder 4 steps Heavy duty (250 lbs. Capacity, aluminum) With attached picture	4,890.00		
21	30	pcs	Lever ARch file Long, blue (with attached picture)	160.00		
22	1	pack	PVC cover 300 mic, size 216 mm x 280 mm)	625.00		
23	4	box	Rubber Band No 18	196.00		
24	2	pc	Ring binder, spiral (10 mm)	13.00		
25	5	pc	Ring binder, spiral (12 mm)	17.00		
26	10	pc	Ring binder, spiral (16 mm)	21.00		
27	5	pc	Ring binder, spiral (20 mm)	26.00		
28	20	pad	Note Pad, Stick on, 76mmx100mm	30.00		
29	20	pad	Note Pad, Stick on, 76mmx76mm	22.00		
30	20	pad	Note Pad, Stick on, 50mmx76mm	18.00		
31	12	pcs	Sign Pen, blue Roller retractable pen 0.7 mm tip Liquid ink rollerball pen Smooth writing	74.00		
32	12	pcs	Sign Pen, black Roller retractable pen 0.7 mm tip Liquid ink rollerball pen Smooth writing	74.00		
33	4	box	Sign pen, red (gel pen 0.5 mm) 12 pcs/box	273.00		
34	10	box	Sign pen, blue (gel pen 0.5 mm) 12 pcs/box	273.00		
35	1	pc	Stamp pad (5" x 3") or bigger	185.00		



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36	100	pc	Storage box (preferable blue) See attached picture	395.00		
37	20	pack	Sticker Paper Matt glossy A4 100 pcs/pack	45.00		
38	4	pcs	Sponge Mop Self-wringing mop No hand squeeze Extra absorbent Reusable with replaceable pads	285.00		
39	10	rolls	Tape, double sided 1" Quality, tissue type	34.00		
40	10	rolls	Tape, masking 1"	42.00		
41	10	rolls	Tape, masking 2"	85.00		
Janitorial Supplies and Other Materials						
1	30	bag	Detergent powder, floral/ lemons scent, 500gms	72.00		
2	10	bottles	Fabric Conditioner, 750 ML - 1000ml with bottled container	195.00		
3	50	roll/pa ck	Trash Bag, XXL size, thick, high quality plastic, 10pc/pack	88.00		
4	9	bottle	Toilet Bowl Cleaner 1000mL Bleach based Thick liquid formulation with an ergonomic bottleneck for easy application under the rim Designed to kill germs Remove stains Prevents odors	130.00		
5	5	set	Toilet Bowl Brush heavy duty with holder Strong bristles Deep cleaning scrubber Stainless steel Handle	185.00		
6	130	pack	Tissue Paper, 3ply, weight, 180 g 10 roll/pack Made out of high-temperature sterilization wood pulp 130 mm x 180 mm x 480P Spray base paper Three years expiration	360.00		



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7	8	packs	Tissue Paper Inter fold, pull up 2 ply, 60 pulls Soft	145.00		
8	20	pcs	LED Bulb, 15 watts; daylight	220.00		
9	10	pcs	LED tube bulb replacement; 15Watts	295.00		
10	100	pc	Sack 50 kg thick	25.00		

**Purpose: Procurement of Office Supplies, Janitorial Supplies and Other Supplies and Materials for SDO Baguio Operations.**

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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Tin

\_\_\_\_\_

Date/Telephone No.

Canvassed by:



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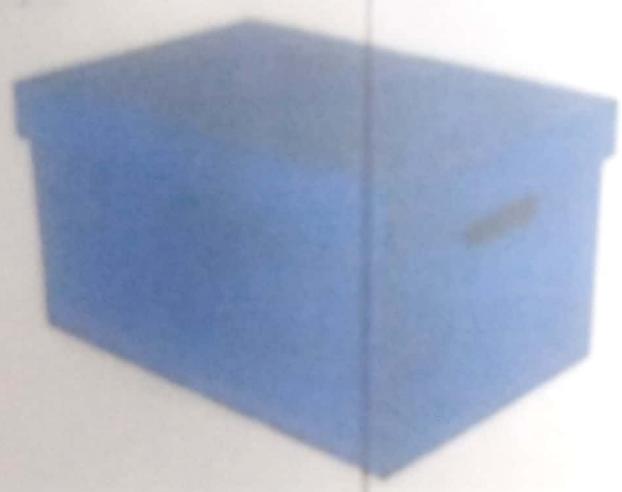
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*National*  
ALL DAY LONG





8MM: Appx 30 Sheet

10MM: Appx 50 Sheet

12MM: Appx 90 Sheet

14MM: Appx 110 Sheet

16MM: Appx 130 Sheet



## SIZES & ESTIMAT