



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:SGOD/N. Tibangay |
| Address: | PR No.:2025-11-314 |
| Telephone No.: | Quotation No.: 2025-11-301 |
| e-Mail: | Date: November 20, 2025 |
| Delivery Period: | ABC: 23,750.00 |
| 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 27, 2025 29am

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


CARMELLE 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 | 1 | | Emergency Tent SPECS 3meters x 6meters Fullside Covered | 12,500.00 | | |
| 2 | 100 | | Manila paper | 6.00 | | |
| 3 | 30 | | Special Paper, A4, 200GSM, White | 35.00 | | |
| 4 | 20 | | Special Paper, A4, >80GSM, | 25.00 | | |



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|---|---|--|---|----------|--------------|--|
| | | | Colored | | | |
| 5 | 2 | | 10-Tier Hanging File Organizer File Holder SPECS Made of High-Quality Metal This wall hanging file folder organizer measures 13" x 4" x 25" whose filing pockets are deep and wide enough to allow folders in a horizontal position to drop down enough to able to read the labels. Additionally, the pockets will not accommodate a fairly thick file design with upgraded powder coat finish, anti-oxidation and anti-rust | 2,800.00 | | |
| 6 | 5 | | Fire extinguisher, 10lbs, ABC refill | 700.00 | | |
| | | | | | TOTAL | |
| Purpose: Procurement of supplies and materials and semi expendable for DRRM | | | | | | |

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: