



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.:2025-11-313
Telephone No.:	Quotation No.: 2025-11-302
e-Mail:	Date: November 20, 2025
Delivery Period:	ABC: 25,680.00
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.**

**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
1	1	Unit	Paper Shredder Paper Shredder, 24 sheets cross-cut, shreds up to 24 sheets of 201b bond paper; dedicated slot for shredding credit cards or CDs/ DVD (one at a time); 660 watts power; run time: 40 mins on/ 45 mins off; 8.7"(22cm) paper entry widthsize; 26.5 liters removable convenient pull-ou bin for easy disposal;	21,000.00		



**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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			paper shred size: 4.0mmx38mm; caster wheels for easy moving; LED indicators for standby, overload, overheat, door open. bin full; auto start/ stop function; anti jam: reverse function; dimension(L) 38"x(W) 28"x (H) 59 Note: Durable and with warranty			
2	1	Unit	Microwave Oven; material: metal & body cavity; manual timer; defrost function; 6 power levels, measurement: L45.2xW34.5xH26.2cm; weight: 10.5kg; capacity: 20L Note: Durable and with warranty	4,680.00		
					<b>TOTAL</b>	

Purpose: Procurement of semi expendable equipment for supply and office use

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: