



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:CID/J. Sannad
Address:	PR No.:2025-10-269
Telephone No.:	Quotation No.: 2025-10-264
e-Mail:	Date: November 3, 2025
Delivery Period:	ABC: 28,000.00
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 10, 2025 @ 9am

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:

- Mayor's / Business permit
- PhilGEPS registration number or certificate
- Omnibus Sworn Statement if above 50,000.00
- Income/Business Tax Return 500,000.00 and above
- PLEASE write the UNIT PRICE and TOTAL PRICE

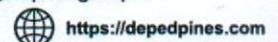
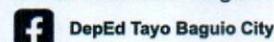
Note:

- ✓ 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	Set	Shredding Capacity: at least 20 sheets Continuous Shred Time: 30 minutes Bin Capacity: at least 27 liters Cutting size: maximum of 4 x 30 mm Others: Can shred staples, paper clips, discs, and credit cards.	28,000.00		
					TOTAL	



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





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Purpose: Procurement of semi expendable office equipment for the administration of National Assessment System for Basic Education Programs NAT 6, & 12, NCAE, PEPT, A&E QEALIS

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Signature over Printed Name

p Tin

Date/Telephone No.

Canvassed by: