



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/A. Doyaoen
Address:	PR No.:2025-11-275
Telephone No.:	Quotation No.: 2025-11-269
e-Mail:	Date: November 5, 2025
Delivery Period:	ABC: 63,000.00
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 12 NOV 2025 @ 9:00 AM

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	2	Pieces	Office Table •120 cm x 70 cm x 75 cm (LxWxH) •4 Pull-out drawers, 1 swing door •MDF board, laminated finish •Gray/Brown Color, •Curved front edge	10,000.00		
2	2	Pieces	Ergonomic Office Chair •Seat Depth: 46cm •Seat Load Capacity: 136kg •Reclining and Locking: 130 degrees max recline; 3 locking positions •Headrest	4,000.00		



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





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			Range: 50 degrees; 7cm adjustable •Armrest: Adjustable (+9cm) •Lumbar Support: Height and depth-adjustable •Seat: High density foam •Back Seat: Nylon mesh •Caster Wheels: 60MM BIFMA PU Nylon wheels Gas Lift: BIFMA Class 3 Lift			
3	2	Pieces	Three Layer Steel Filing Cabinet: •3 layers, with central lock, •Anti-tipping mechanism only allows 1 drawer to open at a time. •Powdered coated metal, plastic roller for railing. •Dimensions: (Length x Width x Height): 90 x 45 x 102 cm •With name holder, plastic divider and movable hanger. •Compatible with A4, Letter, Long and Legal Sized Folders Capacity: 40 kgs per drawer	12,000.00		
4	2	Pieces	Steel Metal Racks: •5 layers, Stainless Steel, Durable •Dimension: 914mm x 460mm x 1830 mm Weight Capacity: 150kg per shelf	5,500.00		
						TOTAL
Purpose: Procurement of furniture and semi expendable office equipment to be used by the BAC Secretariat						

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:



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DepEd Tayo Baguio City



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