



**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.:2025-12-328
Telephone No.:	Quotation No.: 2025-12-315
e-Mail:	Date: December 5, 2025
Delivery Period:	ABC: 114,000.00
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 December 11, 2025 29am

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

**Purpose: Procurement of supplies and materials to support the conduct of training of teaching and related personnel on the alignment of classroom and national assessments**

**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	250	Pieces	Manila paper	16.00		
2	500	Pieces	Monthly scheduler notebook	140.00		
3	20	Boxes	Whiteboard marker, black	380.00		



**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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4	20	Boxes	Whiteboard marker, blue	380.00		
5	20	Boxes	Whiteboard marker, red	380.00		
6	100	Packs	Board paper, white	60.00		
7	4	Bottles	Pinter ink Epson 001 black	700.00		
8	4	Bottles	Pinter ink Epson 001 cyan	700.00		
9	4	Bottles	Pinter ink Epson 001 magenta	700.00		
10	4	Bottles	Pinter ink Epson 001 yellow	700.00		
					<b>TOTAL</b>	

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: