



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/M. Sito
Address:	PR No.:2025-11-323
Telephone No.:	Quotation No.: 2025-12-309
e-Mail:	Date: December 1, 2025
Delivery Period:	ABC: 3,022.81
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 5, 2025 29am

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

Purpose: Procurement of supplies for the orientation on child adolescent risk screener (CARS) on January 23, 2026

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	40	Pieces	Envelope, legal size	5.00		
2	40	Pieces	Notebook, 50 leaves	27.50		
3	40	Pieces	Ballpen, black	5.00		



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4	1	Ream	Coupon bond, A4, 80gsm	242.81		
5	1	Set	Computer ink, 1 set (BCYM)	1,180.00		
6	50	Pieces	Special paper, A4	2.00		
					TOTAL	

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: