



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/N. Eabnio
Address:	PR No.:2025-12-348
Telephone No.:	Quotation No.: 2025-12-333
e-Mail:	Date: December 19, 2025
Delivery Period:	ABC: 4,200.00
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 26, 2025 @ 9am

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

Purpose: Procurement of token for the oath taking ceremony of employees promoted through reclassification on January 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	2	Pieces	Token Wooden tray (medium size) With assorted Baguio delicacies (5 items)	1,500.00		





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2	1	Piece	Token Wooven Fabric Cross/Body Bag (men) -with adjustable durable strap -front pocket with zipper (photo attached)	1,200.00		
			Note: 1. Payment terms: one month after completion of post procurement documents (subject to change)			
					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: