



**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.:2025-12-327
Telephone No.:	Quotation No.: 2025-12-313
e-Mail:	Date: December 5, 2025
Delivery Period:	ABC: 85,000.00
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 at 9am

**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	1	Set	Printer 1.Functions: 3-in-1 (Print, Copy, Scan) with ADF	30,000.00		



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			2. Print Technology: Ink Tank 3. Printing Resolution: 4800 x 1200 dpi (Max) 4. Color: Black, Cyan, Yellow, Magenta 5. Printing Speed: Black – 24 ppm, Color – 15 ppm 6. Copy Speed: Black – 22 ppm, Color – 12 ppm 7. Multiple Copies: 99 copies 8. Scanning Resolution: 1200 x 1200 dpi 9. Scanning Output: PDF, JPEG, TIFF 10. Scanning Flatbed Size: 8.5"x 14" (Max) 11. Paper Tray: 1 12. Paper Size: A4, Letter, A5, Executive, Legal, Folio, etc. 13. Paper Tray Capacity: 250 sheets 14. Output Tray Capacity: 100 sheets 15. Connectivity: USB, WLAN 16. Supported OS: Windows 10, 11; Mac OS X or later. 17. Electrical Requirement: AC 220 – 240 Volts 18 Power Supp/v: 220V			
2	1	Set	Projector Projection System: 3LCD, 3-chip technology Resolution: at least 1200 x 800 (WXGA) Brightness: at least 3800 lumens Aspect Ratio: 16000:10 Life Cycle: Minimum of 6000 hours Connectivity: with USB and HDMI	30,000.00		
3	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.	25,000.00		
					<b>TOTAL</b>	



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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: