



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/V. Cadungog
Address:	PR No.:2026-02-006
Telephone No.:	Quotation No.: 2026-01-005
e-Mail:	Date: February 9, 2026
Delivery Period:	ABC: 376,319.00
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 February 13, 2026 29am

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

Purpose: Procurement of CY 2026-1st Quarter Office Supplies, Janitorial Supplies and Other Supplies and Materials for SDO Baguio Operations.



Digitally signed by Carmel F.
Meris
Date: 2026.02.09 14:39:05 +08'00'

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
			Office Supplies and Materials			



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600

Telephone No.: (074) 665-1231

Email Address: baguio.city@depd.gov.ph

DepEd Tayo Baguio City

<https://depdpines.com>



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1	50	Packs	BATTERY AA genuine/ original Alkaline 2pcs/pack leak resistant design that provides protection up to two years long lasting power	100.00		
2	20	Packs	BATTERY AAA genuine/ original Alkaline 2pcs/pack leak resistant design that provides protection up to two years long lasting power	110.00		
3	30	Boxes	BINDER CLIP 51mm, 12 pcs/box	65.00		
4	5	Reams	Bond paper Short, 80 gsm 500 sheets per ream	210.00		
5	50	Packs	Certificate Paper (special paper) A4 90 gsm 10 pcs per pack	26.00		
6	50	Packs	Certificate Paper (special paper) A4 120 gsm 10 pcs per pack	32.00		
7	200	Pieces	Certificate Holder A4 blue	46.00		
8	20	Pieces	Expanding Folder Legal size Press board green	18.00		
9	20	Pieces	Expanding Folder Legal size Press board red	18.00		
10	30	Pieces	Expanding Folder Legal size Press board blue	18.00		
11	20	Pieces	Expanding Folder Legal size Press board yellow	18.00		
12	80	Bottles	Epson Ink 003 black genuine/ original High quality, high page yield, spill free	300.00		
13	40	Bottles	Epson Ink 003 cyan; genuine/ original High quality, high page yield, spill free	310.00		
14	40	Bottles	Epson Ink 003 magenta; genuine/ original High quality, high page yield, spill free	310.00		
15	40	Bottles	Epson Ink 003 yellow; genuine/ original High quality, high page yield, spill free	310.00		
16	30	Bottles	Epson Ink 008 black; genuine/ original High quality, high page yield, spill free	1,110.00		
17	20	Bottles	Epson Ink 008; cyan; genuine/ original High quality, high page yield, spill free	1,060.00		
18	20	Bottles	Epson Ink 008; magenta; genuine/ original High quality, high page yield, spill free	1,060.00		
19	20	Bottles	Epson Ink 008; yellow; genuine/ original High quality, high page yield, spill free	1,060.00		
20	2	Rolls	Laminating rolls 250 mic 50 m 12" x 50 m	1,430.00		



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21	5	Boxes	Paper Fastener, metal, non-sharp, 50sets/box	58.00		
22	10	Reams	Paper, A3, 80gsm 500 sheets per ream	552.00		
23	100	Reams	Paper, A4, 80gsm 500 sheets per ream	255.00		
24	5	Box	Rubber band no. 18	196.00		
25	50	Pads	Note Pad, Stick on, 76mmx100mm	30.00		
26	50	Pads	Note Pad, Stick on, 76mmx76mm	22.00		
27	50	Pads	Note Pad, Stick on, 50mmx76mm	18.00		
28	40	Pieces	Sign Pen, blue Roller retractable pen 0.7 mm tip Liquid ink rollerball pen Smooth writing	74.00		
29	30	Pieces	Sign Pen, black Roller retractable pen 0.7 mm tip Liquid ink rollerball pen Smooth writing	74.00		
30	20	Packs	Sign Here tape flag 20 x48mm Film please sign	135.00		
31	30	Boxes	Sign pen, blue (gel pen 0.5 mm) 12 pcs/box	264.00		
32	30	Boxes	Sign pen, blue (gel pen 0.5 mm) 12 pcs/box	264.00		
33	40	Packs	Sticker paper Matte/glossy A4 100 pcs/pack	480.00		
34	5	Rolls	Tape, double sided 1" Nano double sided tape 3m double sided heavy duty Heavy duty Wall type adhesive	195.00		
35	5	Rolls	Tape, double sided 1" Quality, tissue type	34.00		
Janitorial Supplies and Materials						
1	30	Bags	Detergent powder, floral/ lemons scent, 500gms	72.00		
2	20	Bottles	Dishwashing liquid 475 ml Kalamansi, lemon, anti bac	160.00		
3	20	Bottles	Fabric Conditioner, 750 ML - 1000ml with bottled container	190.00		
4	5	Bottles	Multi-insect spray 500mL, water based	510.00		
5	10	Bottles	Liquid Hand soap 500 ml compact pump bottle for easy dispensing floral or fruit scent	120.00		
6	80	Rolls	Trash Bag, XXL size, thick, high quality plastic, 10pc/pack	85.00		
7	30	Bottles	Toilet Bowl Cleaner 900 mL Bleach based Thick liquid formulation with an ergonomic bottleneck for easy application under the rim Designed to kill germs Remove stains Prevents odors	185.00		



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8	6	Sets	Turbo Mop spin-dry bucket w/ 1 microfiber mop head set original spin mop	1,599.00		
9	150	Packs	Tissue Paper, 3ply, weight, 180 g 10 roll/pack Made out of high-temperature sterilization wood pulp 130 mm x 180 mm x 480P Spray base paper Three years expiration	370.00		
10	30	Packs	Tissue Paper Inter fold, pull up 2 ply, 60 pulls Soft	58.00		
11	30	Pieces	Foot Rug, 13"x20", good quality with water-absorbent Durable design	58.00		
12	50	Pieces	LED Bulb, 15 watts; daylight	122.00		
13	30	Pieces	LED tube bulb replacement; 15Watts	295.00		
14	100	Pieces	Sack 50 kg thick	28.00		
					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

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Date/Telephone No.

Canvassed by: