



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 Schools Division of Baguio City
Baguio Country Club Village Elementary School
 Sector D, Country Club Village, 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: _____	BCCVES
Address: _____	PR No.: _____	2026-01-004
Tel. No.: _____	Quotation No.: _____	2026-01-004
e-Mail: _____	Date: _____	February 6, 2026
Date received by the Supplier: _____	ABC: _____	₱83,000.00

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 10, 2026, 5:00PM.


MONA RIZZA N. AGSI
 BAC Chairperson

Note:

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Indicate brand and model of item offered.
- ✓ Delivery period within __ Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	2	unit	Laptop, for Mid-Range Users, Ultra 5, 16 GB, 512 SSD. 14", Windows 11/ Office 2024		
TOTAL					
Purpose: teachers' classroom use and other extracurricular activities					

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Canvassed by:

 Canvasser

Signature over Printed Name

TIN

Date/Telephone No

