Standard Form No.:SF-GOOD-60
Revised on: March 11, 2026
Standard Form Title: Request for Quotation

Procurement Project: Procurement of semi expendable ICT equipment for office use

Quotation No.: 2026-03-046　　　Date: March 17, 2026　　　Requesting Unit: OSDS
PR Number: 2026-02-044　　　ABC: 159,500.00

Supplier: _____	**Telephone No.:** _____
Address: _____	**Email Address:** _____

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 _March 13, 2026 @9am_____

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

_____
SAMUEL T. EGSAEN JR. EdD, CESO VI
Chairperson, 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	11	Units	OFFICE COMPUTER PRINTER (3 IN 1) MINIMUM REQUIREMENTS: A4 Wifi all-in-one Tank CIS Printer with ADF Feeder Print, Scan, Copy, Fax with ADF Compact integrated tank design	14,500.00		

			High yield ink bottles Spill-free, error-free refilling Wi-Fi, Wi-Fi Direct Borderless printing up to 4R			
					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:

Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600
Telephone No.: (074) 665-1231
Email Address: baguio.city@deped.gov.ph

DepEd Tayo Baguio City   **https://depedpines.com**