



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: March 11, 2026  
 Standard Form Title: Request for Quotation

**Procurement Project: Procurement of supplies and materials for resource speakers during official meetings, conferences, orientations, seminars and during representation meetings**

Quotation No.: 2026-03-049  
 PR Number: 2026-03-024

Date: March 17, 2026  
 ABC: 22,000.00

Requesting Unit: OSDS

Supplier: \_\_\_\_\_  
 Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_  
 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 23, 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	40	Pieces	Portfolio Folder with Calculator Leather Padfolio with A4 Size Clipboard SPECIFICATIONS: A4 and Letter Size Organizer: 32cm x 24.8cm	550.00		



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		<p>× 2.3cm, easily organize important document, make your work or study more efficient.</p> <ul style="list-style-type: none"><li>• Multifunctional Document Organizer: Portfolio as a clipboard, suitable for A4 paper, strong clip holds paper steady. This leather portfolio is also designed with pockets. 4 card holders, a calculator, a pen loop, a middle pocket and resume pocket.</li><li>• Made of Premium faux leather, durable, lightweight, can be insert in tablet, or large handbag or backpack, making it convenient for daily use</li></ul> <p>-With SDO Baguio City Logo</p>				
					<b>TOTAL:</b>	

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: