



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 CY 2026 2nd quarter office supplies, janitorial supplies and other supplies and materials for SDO Baguio operations		
Quotation No.: 2026-03-050	Date: March 18, 2026	Requesting Unit: OSDS
PR Number: 2026-03-051	ABC: 268,695.00	

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 27, 2026 29am

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:

- Mayor's / Business permit
- PhilGEPS registration number or certificate
- Omnibus Sworn Statement if above 50,000.00
- Income/Business Tax Return 500,000.00 and above
- 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			
1	40	Packs	BATTERY AA genuine/ original Alkaline 2pcs/pack leak resistant design that provides protection up to two years long lasting power	110.00		





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2	20	Packs	BATTERY AAA genuine/ original Alkaline 2pcs/pack leak resistant design that provides protection up to two years long lasting power	100.00		
3	10	Reams	Bond paper Short, 80 gsm 500 sheets per ream	210.00		
4	50	Packs	Certificate Paper (special paper) A4 90 gsm 10 pcs per pack	26.00		
5	50	Packs	Certificate Paper (special paper) A4 120 gsm 10 pcs per pack	27.00		
6	20	Pieces	Certificate Holder A4 blue	46.00		
7	20	Pieces	Expanding Folder Legal size Press board green	18.00		
8	20	Pieces	Expanding Folder Legal size Press board red	18.00		
9	30	Pieces	Expanding Folder Legal size Press board blue	18.00		
10	20	Pieces	Expanding Folder Legal size Press board yellow	18.00		
11	30	Pieces	Expanding Folder Legal size Press board orange	18.00		
12	25	Bottles	Epson Ink 003 black genuine/ original High quality, high page yield, spill free	310.00		
13	20	Bottles	Epson Ink 003 cyan; genuine/ original High quality, high page yield, spill free	315.00		



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14	20	Bottles	Epson Ink 003 magenta; genuine/ original High quality, high page yield, spill free	315.00		
15	20	Bottles	Epson Ink 003 yellow; genuine/ original High quality, high page yield, spill free	315.00		
16	20	Bottles	Epson Ink 008 black; genuine/ original High quality, high page yield, spill free	1,150.00		
17	20	Bottles	Epson Ink 008; cyan; genuine/ original High quality, high page yield, spill free	1,100.00		
18	20	Bottles	Epson Ink 008; magenta; genuine/ original High quality, high page yield, spill free	1,100.00		
19	20	Bottles	Epson Ink 008; yellow; genuine/ original High quality, high page yield, spill free	1,100.00		
20	5	Boxes	Paper Fastener, metal, non-sharp, 50sets/box	58.00		
21	15	Reams	Paper, A3, 80gsm 500 sheets per ream	552.00		
22	30	Pads	Note Pad, Stick on, 76mmx76mm	20.00		
23	30	Pads	Note Pad, Stick on, 50mmx76mm	18.00		
24	50	Pieces	Sign Pen, blue Roller retractable pen 0.7 mm tip Liquid ink rollerball pen Smooth writing	85.00		
25	30	Pieces	Sign Pen, black Roller retractable pen 0.7 mm tip Liquid ink rollerball pen Smooth writing	85.00		
26	30	Boxes	Sign pen, blue (gel pen 0.5 mm) 12 pcs/box	264.00		
27	30	Boxes	Sign pen, black (gel pen 0.5 mm) 12 pcs/box	264.00		
28	5	Rolls	Tape, double sided 1" Nano double sided tape 3m double sided heavy duty	285.00		



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			Heavy duty Wall type adhesive			
29	10	Rolls	Tape, double sided 1" Quality, tissue type	34.00		
			Janitorial Supplies and Other Supplies			
1	30	Bags	Detergent powder, floral/ lemons scent, 500gms	72.00		
2	20	Bottles	Dishwashing liquid 475 ml Kalamansi, lemon, anti bac	165.00		
3	30	Bottles	Fabric Conditioner, 750 ML - 1000ml with bottled container	205.00		
4	10	Bottles	Liquid Hand soap 500 ml compact pump bottle for easy dispensing floral or fruit scent	120.00		
5	150	Rolls/ Pack	Trash Bag, XXL size, thick, high-quality plastic, 10pc/pack transparent	85.00		
6	30	Bottle	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		
7	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	380.00		
8	30	Packs	Tissue Paper Inter fold, pull up 2 ply, 60 pulls Soft	58.00		
9	50	Pieces	LED Bulb, 15 watts; daylight	120.00		
10	30	Pieces	LED tube bulb replacement; 18Watts	295.00		
				TOTAL:		



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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

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Date/Telephone No.

Canvassed by: