



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 Office Supplies/Training Supplies for the Revised Grade 6, 9 and 10 Curriculum Training program Lot 1 Procurement of Training Materials for Various Learning and Development Activity Lot 2		
Quotation No.: 2026-05-068	Date: May 12, 2026	Requesting Unit:
PR Number: 2026-05-082	ABC for Lot 1: 117,000.00	SGOD
PR Number: 2026-05-097	ABC for Lot 2: 22,300.00	SGOD

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 May 15, 2026 29am

Failure to submit this on or before the due date aforesated 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
Lot 1: Procurement of Office Supplies/Training Supplies for the Revised Grade 6, 9 and 10 Curriculum Training program						
1	10	Reams	Photo paper, A4, 120 GSM	200.00		
2	5	Reams	Colored paper, A4 80 GSM	300.00		



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





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3	5	Rolls	Manila paper 36"x48, 50pcs/roll	300.00		
4	100	Pieces	Certificate holder, A4	15.00		
5	10	Reams	Special white paper, A4, 90 GSM, 100 sheets per ream	200.00		
6	10	Boxes	Crayons-double	100.00		
7	3	Boxes	Portable large heavy duty storage box	600.00		
8	20	Pieces	Clicker	200.00		
9	30	Pieces	Scissors premium stainless-steel HD	110.00		
10	800	Pieces	A5 Double spiral notebook, simple art style, 60sheets with ballpen	30.00		
11	371	Reams	Bond paper A4	200.00		
12	1	Boxes	Ping pong ball, 50 pcs per box	200.00		

Total for Lot 1:

Lot 2: Procurement of Training Materials for Various Learning and Development Activity

1	10	Reams	Photo paper A4, 120 GSM	200.00		
2	5	Reams	Colored paper, A4 80 GSM	300.00		
3	5	Rolls	Manila paper 36"x48", 50 pcs/roll	300.00		
4	100	Pieces	Certificate holder, A4	15.00		
5	10	Reams	Special white paper, A4 90 GSM, 100 sheets per ream	200.00		
6	10	Boxes	Crayons-double	100.00		
7	3	Boxes	Portable large heavy duty storage box	600.00		
8	20	Pieces	Clicker	200.00		



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9	30	Pieces	Scissors premium steel stainless HD	110.00		
10	10	Boxes	Ballpen (black)	180.00		
Total for Lot 2:						

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: