



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 Materials and Tokens for the ALS Graduation and Moving Up Ceremonies for SY 2025-2026 Lot 1 Procurement of Tokens for the Baguio City Founding Anniversary cum Service Awards Lot 2 Procurement of Kits/Tokens for the Conduct of the Revised Grade 6, 9, and 10 Curriculum Training Program Lot 3		
Quotation No.: 2026-05-063	Date: May 6, 2026	Requesting Unit:
PR Number: 2026-05-089	ABC for Lot 1: 2,900.00	CID
PR Number: 2026-05-090	ABC for Lot 2: 15,300.00	OSDS
PR Number: 2026-05-091	ABC for Lot 3: 70,000.00	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 11, 2026 @ 9:00am

Failure to submit this on or before the due date aforesaid 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 Materials and Tokens for the ALS Graduation and Moving Up Ceremonies for SY 2025-2026 Lot 1						
1	10	Yards	LET (ETHNIC LACE) - 2 INCHES WIDTH, BENGUET ETHNIC - COLOR RED-BLACK (uncut)	90.00		





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2	1	Piece	TOKEN FOR NON DEPED KEYNOTE SPEAKER:LAPTOP BACK PACK (ORIGINAL ETHNIC CLOTH); 15 inch x 12.5 inch, with lining and inner pockets	2,000.00		
Total for Lot 1:						
Lot 2: Procurement of Tokens for the Baguio City Founding Anniversary cum Service Awards Lot 2						
1	10	Pieces	Token Wooden Tray (Medium Size) * Place in an eco-bag	500.00		
2	1	Pieces	Wooden Tray (Medium Size) * with assorted Baguio delicacies (5 items)	1,300.00		
3	30	Pieces	Ethnic Pouch (Single Zipper) *Size 4.5x7.5 inches	300.00		
Total for Lot 2:						
Lot 3: Procurement of Kits/Tokens for the Conduct of the Revised Grade 6, 9, and 10 Curriculum Training Program Lot 3						
1	100	Pieces	Canvass cotton tote bag, w/ compartment (navy blue) 16"Wx15"Hx5"D. 26" Handle	400.00		
2	30	Pieces	Woven Laptop Bag	1,000.00		
Total for Lot 3:						
GRAND 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

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Date/Telephone No.

Canvassed by: