



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

<b>Procurement Project: Procurement of Supplies/Materials for the Conduct of ReSPECT on November 24, 2026</b>		
Quotation No.: 2026-05-071	Date: May 15, 2026	Requesting Unit:
PR Number: 2026-05-103	ABC: 58,000.00	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 20, 2026 2 9am

**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
1	55	Pieces	Plaque of appreciation (acrylic with decal sticker, 1 layer, 5mm body thickness, 1 inch wooden base with black 2mm acrylic. Body height: 10 inch), width 7"	860.00		
2	214	Pieces	Certificate holder, holds certificates/ diplomas/ citations sizes of up to A4 size, super transparency to highlight your certificates, comes with 2 hangers for portrait or landscape orientations	50.00		





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			*To be canvassed in lot			
<b>GRAND 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:



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

