



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 Personalized Plaque for the Baguio City Founding Anniversary cum Service Awards Lot 1 | Procurement of Plaque and Certificate Frames for Winners and Finalists in the 2026 Pammadayaw Awards Program on October 23, 2026 Lot 2

Quotation No.: 2026-05-060	Date:	Requesting Unit:
PR Number: 2026-05-084	ABC for Lot 1: 57,250.00	OSDS
PR Number: 2026-05-085	ABC for Lot 2: 72,200.00	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 9, 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 Personalized Plaque for the Baguio City Founding Anniversary cum Service Awards Lot 1						
1	35	Pieces	Personalized Plaque - Acrylic - With agency logo - With wooden base: 1.5 inches in height	1,250.00		





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			1. 15, 20, 25, 30 & 35 years in service (Size 8 x 7 inches, thickness: 8mm)			
2	10	Pieces	2. Retirees (Size 9 x 8 inches, thickness: 8mm)	1,350.00		
			Note: 1. Each plaque should be individually packaged in an eco-bag 2. Payment terms: one month after completion of post procurement documents (subject to change)			
Total for Lot 1:						
Lot 2: Procurement of Plaque and Certificate Frames for Winners and Finalists in the 2026 Pammadayaw Awards Program on October 23, 2026 Lot 2						
1	14	Pieces	Plaque for 1 st place winners (8"x 10")	1,800.00		
2	14	Pieces	Plaque for 2 nd place winners (7"x10")	1,500.00		
3	14	Pieces	Plaque for 3 rd place winners (6"x10")	1,200.00		
4	40	Pieces	Certificate glass frame, A4 in size (for finalist)	230.00		
Total for Lot 2:						
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: