



**Republic of the Philippines**  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
 SCHOOLS DIVISION OF BAGUIO CITY  
 SAN CARLOS HEIGHTS ELEMENTARY SCHOOL  
 PUROK 20, IRISAN, BAGUIO CITY

**REQUEST FOR QUOTATION (RFQ)**

Standard Form No.: SF-GOOD-60  
 Revised on: May 24, 2004  
 Standard Form Title: Request for Quotation

\*REGULAR MOOE\*

Supplier: \_\_\_\_\_ Requesting Unit: SAN CARLOS HEIGHTS ES  
 Address: \_\_\_\_\_ PR No.: 2026-06-020  
 Telephone No.: \_\_\_\_\_ Quotation No.: 2026-06-013  
 e-Mail: \_\_\_\_\_ Date: June 29, 2026  
 Date received by the Supplier: \_\_\_\_\_ ABC: **Php 55,750.00**

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 **July 2, 2026 @9am.**

MADELYN L. JOSE  
 School BAC Chairperson

**REQUIREMENTS:**

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Updated Omnibus Sworn Statement

**Note:**

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Delivery period within 7 to 15 calendar days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	30	piece	Sign pen, medium tip, black		
2	30	piece	Sign pen, medium tip, blue		
3	30	pack	Battery, dry cell, size AA, 4 pcs per pack		
4	30	pack	Battery, dry cell, size AAA, 4 pcs per pack		
5	20	roll	Electrical tape, rubber based adhesive		
6	60	roll	Tape, transparent, 24mmx100m		
7	30	piece	Data file box		
8	10	piece	Storage box, 120 liters, white/ clear		
9	100	piece	Certificate holder, A4 size		
10	5	bottle	#664 black ink		
11	5	bottle	#664 yellow ink		
12	5	bottle	#664 cyan ink		
13	5	bottle	#664 magenta ink		
14	10	bottle	#003 black ink		
15	10	bottle	#003 yellow ink		
16	10	bottle	#003 cyan ink		
17	10	bottle	#003 magenta ink		



**Address:** Purok 20, Irisan, Baguio City  
**Email Address:** [136389@deped.gov.ph](mailto:136389@deped.gov.ph)  
**Telephone No.** 074-619-1341  
**Facebook page:** DepEd Tayo San Carlos Heights Elementary School



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18	30	roll	Trash bag, clear/ transparent, size XXL, 10 pcs per roll		
19	30	roll	Trash bag, clear/ transparent, size L, 10 pcs per roll		
20	10	gallon	Hand soap		
			*Nothing Follows*		
				TOTAL	
Purpose: Procurement of office supplies and materials for 3 <sup>rd</sup> Quarter of CY 2026					

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 (Please indicate if VAT or NONVAT)

\_\_\_\_\_  
Date/ Contact No.

Canvassed by: FEDERICO L. DULAY III



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