



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 for the conduct of Upskilling and Reskilling Workshop on the Development and Finalization of Contextualized ALS Learning Activity Sheets

Quotation No.: 2026-07-084

Date: July 13, 2026

Requesting Unit:

PR Number: 2026-07-123

ABC: 10,300.00

CID

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 July 16, 2026 29am

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

NIEVES D. EBANIO

Administrative Officer V

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	12	Pieces	Masking tape 1"	50.00		
2	12	Pieces	Masking tape 2"	50.00		
3	30	Pieces	Permanent marker, broad type, Black	45.00		
4	50	Pieces	Manila paper	20.00		



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5	30	Reams	Bond paper A4, Multicopy 80GSM	225.00		
					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: