



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 Responsive Technical Assistance on the Implementation of Learning Systems Reforms Policies

Quotation No.: 2026-07-090	Date: July 21, 2026	Requesting Unit:
PR Number:2026-07-129	ABC:4,067.63	CID

Supplier: _____
Address: _____

Telephone No.: _____
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 22, 2026 29am

Failure to submit this on or before the due date aforesated will be a ground for disqualification.


SAMUEL T. EGGAEN 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	11	Reams	Bond paper A4	199.33		
2	20	Packs	Special paper/ certificate paper A4 120 GSM (10pcs per pack)	20.00		
3	5	Bottles	Ink refill-003, 1 cyan, 1 magenta, 1 yellow 2 black	295.00		
TOTAL:						



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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: