



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

**REQUEST FOR QUOTATION  
(Disposal)**

|                |                         |
|----------------|-------------------------|
| Supplier:      | Quotation No.: 2026-004 |
| Address:       | Date: July 9, 2026      |
| Telephone No.: | ABC: Php 60.00          |
| e-Mail:        |                         |

Please quote your highest price on the item/s listed, subject to the General Conditions below and submit your quotation in a sealed envelope duly signed by your representative not later than **July 16, 2026**.

**REQUIREMENTS:**

1. Mayor's / Business permit

**Note:**

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Pick up period within \_\_\_\_\_ Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

**SAMUEL T. EGSAEN JR. EdD, CESO IV**  
Assistant Schools Division Superintendent  
Chairman, Bids and Awards Committee

| Item                                                                                                                                                                                      | Qty | Unit | Minimum Bid | Bid Offer (in figures and words) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------|-------------|----------------------------------|
| Executive Swivel Chair                                                                                                                                                                    | 3   | Unit | 60.00       |                                  |
| Price validity<br>Expected pick up timeframe                                                                                                                                              |     |      |             |                                  |
| Disclaimer: This is not a Request for Quotation or a commitment to purchase. This market survey is for information-gathering purposes only to guide the preparation of disposal documents |     |      |             |                                  |

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.