Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

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REQUEST FOR QUOTATION

Standard Form No.:SF-GOOD-60
Revised on: October 2026
Standard Form Title: Request for Quotation

Procurement Project: **PROVISION AND DELIVERY OF TEXTBOOKS (TXS) AND TEACHER'S MANUALS (TMS) FOR GRADES 1 AND 4, INCORPORATING THE MONITORING ACTIVITIES AND OFFICIAL TRAVEL OF LEARNING RESOURCE PERSONNEL**
Quotation No.: **2026-11-164**
PR Number: **2026-11-219**
Requesting Unit: **CID - LRMS**
ABC: PHP 1, 275, 544.00
Date: 11/10/2026
Mode of Procurement: Small Value Procurement

Name of Bidder:	
Address :	
Telephone No.:	
Email Address:	

Please quote your lowest 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 16 **NOVEMBER 2026 05:00 PM.**

Bidders may also send their bid proposal through the BAC Secretariat email address: secb073@gmail.com. Bids submitted beyond the deadline for the submission and receipt of bids shall be rejected.

SAMUEL T. EGSAEN, JR. EdD, CESO VI
BAC Chairperson
Assistant Schools Division Superintendent

TERMS AND CONDITIONS IN THE SUBMISSION OF ACCOMPLISHED REQUEST FOR QUOTATIONS:

1. Quotations in excess of the ABC will be considered DISQUALIFIED.
2. Quotations with dash (-) or zero (0) shall be deemed free of charge.
3. All entries must be typewritten/printed/long hand. All erasures must be duly countersigned by the bidder or its duly authorized representative.
4. Price validity shall be for a period of thirty (30) calendar days from the date of opening of bids.
5. **The following documents shall be attached upon bid submission. Failure to attach the required documents within the deadline for the submission and receipt of bids / quotations shall be ground for disqualification:**
   1. Mayor's/ Business Permit
   2. PhilGEPS Registration No. or Certificate of Registration
   3. Omnibus Sworn Statement, if ABC is above PhP 50, 000.00
   4. Income / Business Tax Return for ABC of PhP 500, 000.00 and above.
6. Award criterion for this project is: **Lowest Calculated and Responsive Quotation (LCRQ)**
7. For Goods, Delivery Period is within the schedule specified in the Request for Quotations.
8. Award shall be made on per **LOT BASIS.**

Item No.	Quantity	Unit	Item Description	ABC per UNIT based on PR	BID OFFER PER UNIT / UNIT PRICE	SUBTOTAL OF BID OFFER
Provision and Delivery of Textbooks (TXs) and Teacher's Manuals (TMs) for Grades 1 and 4, incorporating the monitoring activities and official travel of Learning Resource personnel						
1	100	lot / days	**Provision and Delivery of Textbooks (TXs) and Teacher's Manuals (TMs) for Grades 1 and 4, incorporating the monitoring activities and official travel of Learning Resource personnel**	12,755.44		
			MANPOWER REQUIREMENTS: 1. Sorting and inventory – The service provider will sort, count, verify, and organize textbooks and Teacher's Manuals according to title, grade level, quantity, and recipient school. 2. Packing and labeling – The service provider will pack, secure, and label learning resources according to the approved distribution list to ensure proper identification and protection during transport. 3. Loading and unloading – The service provider will load and unload packed learning resources safely and systematically during preparation and delivery. 4. Hauling and delivery - Transport and deliver learning resources to the designated recipient schools in accordance with the approved delivery schedule. 5. Monitoring and inspection – The LR personnel will supervise and verify the sorting, packing, loading, and delivery processes and ensure compliance with the approved distribution plan. 6. Documentation and distribution – The LR personnel will prepare and maintain inventory lists, delivery receipts, acknowledgment forms, and other supporting documents to ensure accurate recording and accountability.			

			DELIVERY REQUIREMENTS: 1.The service provider shall sort, package, transport, and deliver the learning materials to the designated forty-five (45) public elementary schools in the Schools Division of Baguio City. 2. Learning resources shall be sorted and packed per school based on the quantity and allocation provided by the LR team. 3. The service provider shall coordinate with the LRMS before the scheduled delivery. 4. The supplier shall shoulder all costs related to sorting, packaging, loading, unloading, transportation, labor, insurance, permits, parking fees, and other incidental expenses.			
			5. The supplier shall provide sufficient manpower and delivery vehicles to ensure timely completion of all deliveries. 6. The service provider shall provide meals and refreshments to all personnel involved in the delivery, including the designated Learning Resource Personnel for monitoring and inspection. Such costs shall be included in the contract price.			
OTHER TECHNICAL SPECIFICATIONS (Please indicate your compliance to these requirements by checking appropriate boxes beside each line item.)				**CAN COMPLY**	**CANNOT COMPLY**	
	1. Service must be rendered on per ON-CALL BASIS. Payment shall be processed based on actual transportation / hauling services rendered per week.					
	2. The contract shall ceased to be valid upon utilization of the total number of transportation services stated in the approved Purchase Order.					
					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

Tax Identification Number

PhilGEPS Registration No.

Canvassed by:

Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600
Telephone No.: (074) 665-1231
Email Address: baguio.city@deped.gov.ph
DepEd Tayo Baguio City https://depedpines.com