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: **Purchase and Delivery of Supplies for the Technical assistance on the Implementation of Learning Systems Reforms Policies to the Master Teachers as Instructional Leaders on December 4, 2026**
Quotation No.: 2026-11-172 **ABC:** 9,358.00
PR Number: 2026-11-231 **Date:** 11/18/2026
Requesting Unit: CID **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 **26 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 **LOT-BASIS.**

Item No.	Quantity	Unit	Item Description	ABC per UNIT based on PR	BID OFFER PER UNIT / UNIT PRICE	SUBTOTAL OF BID OFFER
PURCHASE AND DELIVERY OF SUPPLIES FOR THE TECHNICAL ASSISTANCE ON THE IMPLEMENTATION OF LEARNING SYSTEMS REFORMS POLICIES TO THE MASTER TEACHERS AS INSTRUCTIONAL LEADERS ON DECEMBER 4, 2026						
1	3	Bottles	Ink refill for EPSON CODE 008 black Genuine Expiry I year from the date of delivery	1,185.00		
2	6	Bottles	Ink refill for EPSON CODE 008 •cyan (2 bottles) •magenta (2 bottles) •yellow (2 bottles) Genuine Expiry I year from the date of delivery	850.00		
3	25	Packs	A4 120 gsm parchment paper, 10 pcs per pack	28.12		
					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: