



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**BAGUIO CENTRAL SCHOOL**  
 F. Yandoc Street, Baguio City



## REQUEST FOR QUOTATION

Standard Form No.:SF-GOOD-60  
 Revised on: May 24, 2004  
 Standard Form Title: Request for Quotation

Supplier:  
 Address:  
 Telephone No.:  
 e-Mail:  
 Date received by the Supplier:

Requesting Unit: Baguio Central School  
 PR No.: 2019-03-003  
 Quotation No.: 2019-03-006  
 Date: March 6, 2019  
 ABC: PhP 153,000.00

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 March 14, 2019.

  
**ALBERT LEE BAGUIWEN**

Chairman, Bids and Awards Committee

### REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement

### Note:

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Indicate brand and model of item offered.
- ✓ Delivery period within \_\_\_\_\_ Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

| Item No.   | Qty. | Unit   | Item Description  | Unit Price   | Total Price |
|--|------|--------|---|--------------|-------------|
| 1  | 520  | pieces | Graduation Program Package Deal   |              |             |
|  |      |        | -Program paper- 4.25" x5.5", hard cover with book cover, 70gsm @ 620 copies (520+100 free giveaways)<br>-with photography services 3 shots (class picture, receiving of certificates and marching)<br>-Button pins for Graduates @ 520 pieces<br>-Ribbons for Parents @520 pieces |              |             |
|  | 100  | pieces | Ribbons for faculty and guests  |              |             |
| 2  | 350  | pieces | Medals (6cm) for Grade One to Grade Six   |              |             |
|  |      |        |   | <b>TOTAL</b> |             |
| Purpose: For the 2019 Graduation Program/Recognition Program |      |        |   |              |             |

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.

Canvassed by: