



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
DISTRICT V
DONTOGAN ELEMENTARY SCHOOL

REQUEST FOR QUOTATION

Supplier: _____ Requesting Unit: Dontogan Elementary School
 Address: _____ PR No.: 2022-06-0015
 Telephone No.: _____ Quotation No.: 2022-06-0015
 e-Mail: _____ Date: June 10, 2022
 TIN: _____ ABC: Php 57,570.00

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 **June 16, 2022 @ 5PM.**



Vangie D. Siki
VANGIE D. SIKI
 Chairperson, Bids and Awards Committee

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement (for ABC above 50K)
4. Income/Business Tax Return (for ABC above 500K)

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 7 Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	120	piece	Diploma/Certificate printing – colored printing, parchment paper (9” x 12”), with gold seal Diploma/certificate for Kindergarten		
	107	piece	Diploma/certificate for Grade 6		
2			Ribbons for graduates, parents, and faculty – personalized with lace (made of traditional Cordilleran fabric, 2.5” length, 1” width)		
	227	piece	Ribbons for graduates		
	227	piece	Ribbons for parents		
	27	piece	Ribbons for faculty		
3			Medals – embossed with the DepEd seal (diameter: 6cm, weight: 30g); ribbon width: 1 inch; ribbon color: emerald green with printed name of the school		
	23	piece	Silver medals		
	193	piece	Bronze medals		
4	257	piece	Souvenir Program Paper – 8.5”x11”, folded, 10-14 pages; cover page: colored print; inside pages: black and white		
5	3	piece	Leis for the guest speaker and confirmers (customized, made of traditional Cordilleran fabric)		
6	1	piece	Tarpaulin for the Graduation Ceremony (18ft x 8ft)		
7	1	piece	Tarpaulin for the Moving Up Ceremony (8 ft x 6 ft)		
				TOTAL	

Purpose: For the conduct of Moving Up, Graduation, and Recognition Ceremonies for SY 2021-2022

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



Address: Purok 2, Brgy. Dontogan, Baguio City

Telephone Number: (074) 422-5095 / **E-mail Address:** dontoganes@gmail.com

Facebook page: DepEd Tayo Dontogan ES