



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division Office of Baguio City

REQUEST FOR QUOTATION

Supplier: _____ Requesting Unit: **Loakan Elementary School**
Address: _____ PR No.: 2022-05-033
Telephone No.: _____ Quotation No.: 2022-05-033
E-Mail: _____ Date: May 31, 2022
Date Received by the Supplier: _____ ABC: **Php 67,795.00**

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 7, 2022 @ 5:00 PM.**

POSTED IN PHILGEPS

IVY LEAH P. OLOWAN
Chairperson, BAC

REQUIREMENTS:

1. Mayor's / Business Permit
2. PhilGEPS Registration number or certificate
3. Income Tax
4. Omnibus Sworn Statement

Note:

- ✓ Submit RFQ together with requirements.
- ✓ All entries must be type written 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.	Quantity	Unit	Item Description	Unit Price	Total Price
1	345	piece	*Certificate/Diploma and Printing, colored, (with gold seal)		
2	345	piece	*Certificate/Diploma Holder/case (material: plastic - front; card board - back)		
3	177	piece	*Graduation/Souvenir Program, size: 8.5"x 11"; 60 pages, cover page		
			- with layout and pictorial must be done at the school		
4			- cover page: colored print; inside: black & white print		
5			- content: Program activities, individual 2x2" pictures		
6			with name, address, birthdate and ambition		
7			- class pictures: 7.5" x 5"		
8			- Faculty and staff group pictures - 6" x 5"		
9			- Faculty and staff individual pictures - 2x2"		
10		piece	*Medal with Deped Seal (Diameter: 6 cm; Weight: 30 g; Lace width: 1 inch, Lace color: Emerald Green)		
11	28	piece	- Silver (28 pieces)		
12	391	piece	- Bronze (391 pieces)		
13	460	piece	*Ribbons (size: 2.5" length of lace)		
14	1	piece	*Printed Tarpaulin, 8 ft by 6 ft		
			**items must be delivered to the school		
			-- nothing follows --		
TOTAL:					-

Purpose: Other supplies and materials- To be used by Kinder completers & Grade 6 graduates for SY 2021-2022; and Grades 1-5 academic awardees for SY 2021-2022 for the conduct of graduation and recognition ceremonies for the SY 2021-2022

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Canvasser:

Signature over Printed Name

TIN (VAT/NON-VAT)

Date/ Telephone No.



School: Loakan Elementary School
School Address: Loakan Proper, Baguio City
School e-mail address & contact no.: loakanes@gmail.com /09682759639