



Republic of the Philippines

**Department of Education**  
**CORDILLERA ADMINISTRATIVE REGION**  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**BAGUIO CENTRAL SCHOOL**

MOOE Fund

**REQUEST FOR QUOTATION**

Company/Supplier/Store:

Address:

Telephone No.:

e-Mail:

TIN:

PR No.: 2023 - 07 -0019

Quotation No.:2023- 07 -0019

Date: June 15, 2023

ABC: Php **324,855.00**

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 20, 2023

POSTED IN PHILGEPS

*cf*  
**CARINA G. WALSIYEN**

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.
- ✓ Delivery period within \_\_\_\_\_ Calendar Days.
- ✓ Price validity shall be for a period of \_\_\_\_ Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
			<b>GRADUATION and RECOGNITION SUPPLIES AND MATERIALS</b>		
1	410	piece	Graduates Certificate with Individual Printing of Names and LRN, with Gold Seal, Parchment paper, size 9x12 inches,85gsm, colored/ laser print		
2	410	piece	Graduates Button Pins, with 3 inches satin ribbon, personalized/ individual solo pictures, 2.25 inches diameter, water resistance, laser print		
3	410	piece	Ribbons for parents, with school logo, chrome coated, 189 full color, 2.75 inches native enabel cloth and safety pin (for graduates)		
4	500	piece	Graduation Souvenir Program, up to 60 pages, size: 9 x 12 portrait, full colored cover kk189, black book 80 for inside pages, including class and individual solo pictures, faculty pictures; inclusive of lay outing with initial/ draft copy before production, laser print, water resistant		
5	1	piece	Gold Medals, 6 cm diameter, 30 grams weight, I inch green lace /ribbon, with school name		
6	115	piece	Silver Medals, 6 cm diameter, 30 grams weight, I inch green lace /ribbon, with school name		
7	640	piece	Bronze Medals, 6 cm diameter, 30 grams weight, I inch green lace /ribbon, with school name		



<b>KINDERGARTEN MOVING UP SUPPLIES and MATERIALS</b>			
8	489	piece	Moving Up Certificate with Individual Printing of Names and LRN, with Gold Seal, Parchment paper, size 9x12 inches, 85gsm, colored/ laser print
9	479	piece	Ribbons for parents, with school logo, chrome coated, 189 full color, 2.75 inches native enabel cloth and safety pin (for moving up)
10	570	piece	Graduation Souvenir Program, up to 60 pages, size: 9 x 12 portrait, full colored cover kk189, black book 80 for inside pages, including class and individual solo pictures, faculty pictures; inclusive of lay outing with initial/ draft copy before production, laser print, water resistant
11	479	piece	Completers Button Pin, with 3 inches satin ribbon, personalized/ individual solo pictures, 2.25 inches diameter, water resistance, laser print
12	120	piece	Faculty Button Pins, personalized solo pictures with tassles
13	10	piece	Lei
*** Nothing Follows ***			
			<b>TOTAL</b>
Purpose: Procurement of Graduation, Recognition and Moving Up Program Supplies and Materials			
Additional Note: 1. Supplier shall deliver the items to the school within the delivery period.			
2. Bidders may submit their quotations through email: <a href="mailto:baguiocentralschool@gmail.com">baguiocentralschool@gmail.com</a>			

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

\_\_\_\_\_  
Tel. No./ Cellphone No.

Canvassed by:

\_\_\_\_\_  
Canvasser