

Republic of the Philippines

Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

REQUEST FOR QUOTATION

Standard Form No.:SF-GOOD-60 Revised on: May 24, 2004

Standard Form Title: Request for Quotation

Supplier:	Requesting Unit:SGOD/J. Balantin
Address:	PR No.: 2023-08-251
Telephone No.: / storing a MAL agostion of telegraph may be reso	Quotation No.: 2023-08-236
e-Mail:	Date: August 31, 2023
Delivery Period:	ABC: 144,520.00

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 September 8, 2023 290m.

CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
Assistant Schools Division Superintendent
Chairman Bids and Awards Committee

REQUIREMENTS:

- 1. Mayor's / Business permit
- 2. PhilGEPS registration number or certificate
- 3. Omnibus Sworn Statement if above 50,000.00
- 4. Income/Business Tax Return 500,000.00 and above

POSTED IN PHILGEPS

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 30 Calendar Days.

Item	Qty.	Unit	Item Description	Unit Price	Total Price
No.					
1	10	Pieces	Plaque for 1st place winner size 8" x 10"		
2	10	Pieces	Plaque for 2 nd place winner size 7" x 10"		
3	10	Pieces	Plaque for 3 rd place winner size 6" x 10"		
4	24	Pieces	Certificate frame for finalist		
5	50	Pieces	Plaque for retirees' size 7" x 10"		
6	500	Pieces	Certificate holder for service awardees		
			Note: Technical specifications is attached		
			Sample is attached.		
				TOTAL	

Purpose: Procurement of plaque and materials for the conduct of service awardees and outstanding employees and schools through Pammadayaw 2023 on October 2 or 10, 2023



"DepEd SDO Baguio City

Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: (074) 442-4326 / (074) 442-7819 | Email: baguio.city@deped.gov.ph
Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity



Republic of the Philippines

Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

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Supplier		
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"DepEd SDO Baguio City:
We Serve,

TECHNICAL SPECIFICATIONS

PLAQUE, CERTFICATE FRAME AND HOLDER RECOGNITION OF OUTSTANDING EMPLOYEES AND SERVICE AWARDEES

A. Plaque

- 1. Follow the description, quantity and sizes indicated in the Purchase Request
- 2. Type of plaque is acrylic with wooden stand
- 3. Must be durable
- 4. 8"x 10"-first place, 7"x10"- second place, 6"x10"-third place
- 5. Must follow the attached design

B. Certificate Frame

- 1. Color Black
- 2. size A4 (8.27 x11.69)
- 3. Rectangular in shape with wood cover at the back
- 4. Mounting type Freestanding, Wall Mount

C. Certificate Holder

- 1. Super clear transparency
- 2. With flap to prevent certificates from falling off
- 3. With 2 hangers for portrait and landscape orientations
- 4. Size: A4
- 5. Color: dark blue

Others:

- 1. Items should be delivered on or a after this procurement is awarded to the LCRB.
- 2. All items that with defect on the time of delivery should be replaced with no charge.

Prepared:

JOVELYN PETRA T. BALANTIN

SEPS-HRD

