



**Republic of the Philippines**  
**Department of Education**  
**CORDILLERA ADMINISTRATIVE REGION**  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**SAN CARLOS HEIGHTS ELEMENTARY SCHOOL**  
**PUROK 20, IRISAN, BAGUIO CITY**

**REQUEST FOR QUOTATION (RFQ)**

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: \_\_\_\_\_

\*REGULAR MOOE\*  
 Requesting Unit: SAN CARLOS HEIGHTS ES  
 PR No.: 2024-03-006  
 Quotation No.:2024-03-006  
 Date: March 26, 2024  
 ABC: **Php 65,175.00**

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 **April 5, 2024**.

**MADELYN M. JOSE**  
 School BAC Chairman, Bids and Awards Committee

**REQUIREMENTS:**

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus sworn statement (for ABC above 50k)

**Note:**

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Delivery period within seven (7) Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

POSTED IN PHILGEPS

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
			<b>Materials for Graduation Ceremonies-Grade VI</b>		
1	115	piece	Diploma Printing		
2	140	piece	Program paper, colored, laser printing		
3	8	pack	Gold seal, per pack		
4	145	piece	Button pin (student, faculty and guest)		
			<b>Materials for Moving-up Ceremonies-Kinder</b>		
5	110	piece	Certificate Printing		
6	140	piece	Program Paper, colored, laser printing		
7	110	piece	Button pin (students)		
			<b>Materials for Recognition Rites (Kinder to Grade VI)</b>		
8	120	piece	Program Paper, colored, ordinary		
9	60	piece	Button pin (for kinder awardees)		
10	1	piece	Gold medal, with DepEd seal, Diameter size: 6cm, Weight: 30g, Ribbon width: 1 inch, Ribbon color: Green (depending on region)		
11	29	piece	Silver medal, with DepEd seal, Diameter size: 6cm, Weight: 30g, Ribbon width: 1 inch, Ribbon color: Green (depending on region)		
12	90	piece	Bronze medal, with DepEd seal, Diameter size: 6cm, Weight: 30g, Ribbon width: 1 inch, Ribbon color: Green (depending on region)		
13	1	piece	Tarpaulin, 7ft x 10 ft		
14	6	piece	Lei for speakers and guests		
				TOTAL	



**Address:** Purok 20, Irisan, Baguio City  
**Email Address:** [sancarlosheightselem@gmail.com](mailto:sancarlosheightselem@gmail.com)  
**Facebook page:** DepEd Tayo San Carlos Heights Elementary School



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Purpose: Year-end program materials for SY 2023-2024 (Graduation, Moving-up and Recognition Rites)

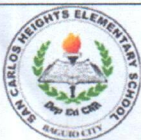
After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
TIN (Please indicate if VAT or NONVAT)

\_\_\_\_\_  
Date/ Contact No.

Canvassed by:



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**Address:** Purok 20, Irisan, Baguio City  
**Email Address:** [sancarlosheightselem@gmail.com](mailto:sancarlosheightselem@gmail.com)  
**Facebook page:** DepEd Tayo San Carlos Heights Elementary School