



Department of Education  
Cordillera Administrative Region  
**Division of Baguio City**  
82 Military Cut-off Rd., Baguio City



**REQUEST FOR QUOTATION**

MOOE

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: \_\_\_\_\_

Requesting Unit: **BONIFACIO ELEMENTARY SCHOOL**  
PR No.: **2024-04-010**  
Quotation No.: **2024-04-010**  
Date: April 16, 2024  
ABC: **57,675.00**

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 22, 2024 9am**

**REAGAN A. DECORAN**  
School BAC Chairman/Bids and Awards Committee

**REQUIREMENTS:**

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement

**Note:**

- ü Submit RFQ together with the requirements.
- ü All entries must be typewritten or legibly written.
- ü Indicate brand and model of item offered.
- ü Delivery period within \_\_\_\_\_ Calendar Days.
- ü Price validity shall be for a period of 30 Calendar Days.

**POSTED IN PHILGEPS**

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
1	145	piece	Diploma for Graduates		
2	145	piece	Certificate Holder (Red)		
3	105	piece	Certificate for Kinder		
4	105	piece	CERTIFICATE HOLDER, Blue, A4 size		
5	70	pack	SPECIAL PAPER, White, Letter Size 200gsm 10pcs/pack		
6	7	ream	BOND PAPER, Letter size. 70gsm		
7	5	bottle	INK, Epson 003, black		
8	5	bottle	INK, Epson 003, cyan		
9	5	bottle	INK, Epson 003, majenta		
10	5	bottle	INK, Epson 003, yellow		
11	30	pack	Photo paper, glossy, legal size, no prints at the back 20pcs/pack		
12	4	pack	Laminating Film, Legal, 100 pcs/pack		
13	1	yard	Ethnic Accent, 1½ inch, red, 30 yards		
14	1	roll	Ribbon,red, glossy/shiny, 1 inch		
15	1	roll	Ribbon,orange, glossy/shiny, 1 inch		
16	4	unit	Glue gun, small		
17	100	piece	Glue sticks		
18	4	roll	Masking Tape, ½ inch		
19	4	roll	Masking Tape, 1 inch		
20	1	box	Safety pins, 1 1/2 inch		
21	1	piece	Medals, Gold, Diameter Size: 6cm, weight; 30g for Leadership Awardee		
22	30	piece	Medals, Bronze, Diameter Size: 6cm, weight; 30g for Academic Excellence		
23	15	piece	Medals, Gold, Diameter Size: 5cm, weight; 25g for Outstanding Performance		
24	250	piece	Gold Seal		
25	2	roll	RIBBON, green, 1 inch		
26	6	roll	RIBBON, gold, 1 inch		
27	6	roll	RIBBON, silver, 1 inch		
28	105	piece	Ready-made Ribbons for parents		
29	3	roll	Double sided tape, 1inch		
30	5	mat	Dressmaker's pin		
31	3	piece	LEI, ethnic in different colours		
32	15	piece	Medals for the achievers for Grades 1-5, SILVER		
33	190	piece	Medals for the achievers for Grades 1-5, BRONZE		
34	5	pack	Battery, dry cell, size AA		
35	3	piece	Tarpaulin, landscape		
<b>TOTAL</b>					

**Purpose: Procurement of materials for SY 2023-2024 EOSY rites ( Moving up, Graduation and Closing & Recognition)**

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

Canvassed by:

Signature over Printed Name

Tax Identification Number (TIN)