



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
 SCHOOLS DIVISION OF BAGUIO CITY  
**DOÑA AURORA ELEMENTARY SCHOOL**  
 # 1 Gen. De Jesus St., North Central Aurora Hill, 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: Doña Aurora Elementary School  
 Address: \_\_\_\_\_ PR No.: 2024-009-04  
 Telephone No.: \_\_\_\_\_ Quotation No.: 2024-009-04  
 e-Mail: \_\_\_\_\_ Date: April 24, 2024  
 Date received by the Supplier: \_\_\_\_\_ **ABC: ₱ 87, 000**

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 May 2, 2024 @ 9am.

POSTED IN PHILGEPS

  
**VICTOR U. SOTELO JR.**  
 BAC Chairperson

**Requirements**

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

**Note**

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

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	158	pc.	Diploma/Certificate Holder, Kinder, 9x12		
2	185	pc.	Diploma/Certificate Holder, G6, 9x12		
3	153	pc.	Diploma/Certificate and Printing with a seal, Kinder, 9x12		
4	179	pc.	Diploma/Certificate and Printing with a seal, Grade 6, 9x12		
5	160	pc.	Souvenir Program/laser printing, colored front, black and white inner pages, Kinder		
6	208	pc.	Souvenir Program/laser printing, colored front, black and white inner pages, Grade 6		
7	154	pc.	Button Pins, Kinder		
8	180	pc.	Button Pins, Grade 6		
9	612	pc.	Ribbons, Kinder		
10	334	pc.	Ribbons, Grade 6		
11	1	pc.	Medal, Gold, (6cm, 30g, emerald, green lace with printed name of school)		





12	18	pc.	Medal, Silver, (6cm, 30g, emerald, green lace with printed name of school)		
13	241	pc.	Medal, Bronze, (6cm, 30g, emerald, green lace with printed name of school)		
14	3	pc.	Tarpaulin, 8' x 16'		
<b>TOTAL</b>					
<b>Purpose:</b> Procurement of materials in the conduct of graduation rites, moving up or closing ceremonies and recognition activities.					

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

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

\_\_\_\_\_  
Tin No.

\_\_\_\_\_  
Canvassed by:

\_\_\_\_\_  
Date/Telephone No.

