



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
 DISTRICT 5  
**DONTOGAN ELEMENTARY SCHOOL**

**REQUEST FOR QUOTATION**

Supplier: _____	Requesting Unit: Dontogan Elementary School
Address: _____	PR No.: 2024-04-0010
Telephone No.: _____	Quotation No.: 2024-04-0010
e-Mail: _____	Date: April 23, 2024
TIN: _____	ABC: Php 62,585.00

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 30, 2024.

POSTED IN PHILGEPS

**LEEANN C. NEAD**  
 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.
- ✓ Indicate brand and model of item offered.
- ✓ Delivery period within 7 Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	1	piece	GOLD MEDAL, with DepEd seal, diameter size: 6cm, weight: 30g, ribbon width: 1 inch, ribbon color: emerald green with school name in white print		
2	25	piece	SILVER MEDAL, with DepEd seal, diameter size: 6cm, weight: 30g, ribbon width: 1 inch, ribbon color: emerald green with school name in white print		
3	175	piece	BRONZE MEDAL, with DepEd seal, diameter size: 6cm, weight: 30g, ribbon width: 1 inch, ribbon color: emerald green with school name in white print		
4	2	piece	GOLD MEDAL, with DepEd seal, diameter size: 6cm, weight: 30g, ribbon width: 1 inch, ribbon color: gold with school name in white print		
5	8	piece	GOLD MEDAL, with DepEd seal, diameter size: 5cm, weight: 25g, ribbon width: 1 inch, ribbon color: emerald green with school name in white print		
6	226	piece	CERTIFICATE, 9 x 12 inches parchment paper, colored print, with gold notarial seal (Kindergarten=102, Grade 6=124)		
7	226	piece	CERTIFICATE HOLDER, size: 9" x 12", color: dark green		
8	226	piece	BUTTON PIN, 2.25" diameter, personalized button head with individual picture, with 3" satin ribbon (Kindergarten=102, Grade 6=124)		
9	330	piece	RIBBON with pin, personalized ribbon head w/ school name & logo, w/ 2.75 inches inabel cloth w/ tassel, (Loyalty awardees=72, Parents=226, School personnel=32)		
10	8	piece	LEI for guests and confirmers, inabel cloth, school name and logo printed in the core		



**Address:** Purok 2, Km. 6, Sto. Tomas Rd., Brgy. Dontogan, Baguio City  
**Telephone Number:** (074) 422-5095 / **E-mail Address:** [dontoganes@gmail.com](mailto:dontoganes@gmail.com)  
**Facebook page:** facebook.com/DepEd Tayo Dontogan ES



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11	122	piece	KINDERGARTEN MOVING-UP PROGRAM PAPER, colored cover, black & white inside pages, 8.5" x 11", folded, w/ class and solo pictures, on site picture-taking, inclusive of layout, draft should be checked before final printing		
12	145	piece	GRADUATION EXERCISES PROGRAM PAPER, colored cover, black & white inside pages, 8.5" x 11", folded, w/ class and solo pictures, on site picture-taking, inclusive of layout, draft should be checked before final printing		
13	1	piece	TARPAULIN for the Moving Up, Recognition, and Graduation Ceremonies, 17ft x 7ft, with eyelets, inclusive of layout, draft should be checked before final printing		
				<b>TOTAL</b>	
Purpose: For the conduct of the End-of-the-School Year Rites (EOSY) for SY 2023 - 2024					

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. / Date

