



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
 Schools Division of Baguio City

**REQUEST FOR QUOTATION**

Supplier: \_\_\_\_\_ Requesting Unit: **Loakan Elementary School**  
 Address: \_\_\_\_\_ PR No.: 2024-04-008  
 Telephone No.: \_\_\_\_\_ Quotation No.: 2024-04-008  
 E-Mail: \_\_\_\_\_ Date: April 30, 2024  
 Date Received by the Supplier: \_\_\_\_\_ ABC: 96,564.00

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

*May 6, 2024 @ 5:00 PM.*

POSTED IN PHILGEPS

*MELANIE B. BUEN*  
 Chairperson, BAC

**REQUIREMENTS:**

1. Mayor's / Business Permit
2. PhilGEPS Registration number or certificate
3. Income Tax
4. Omnibus Sworn Statement

**Note:**

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

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
1	187	piece	Certificate/Diploma and Printing, colored, (with gold seal), 9"x12"		
2	187	piece	Certificate/Diploma Holder/case (material: plastic - front; card board - back), 9"x12"		
3	156	piece	Certificate/Diploma Holder/case (material: plastic - front; card board - back), A4		
4	230	piece	Souvenir Program, size: 5.7"x 8.7"; 20 pages for Completers - Grade 6		
			- soft bound cover paper, laser print, with layout and pictorial must be done at the school; content: Program activities, individual 2x2 size pictures, with name, address, birthdate and ambition, cover page: colored print; inside: black & white print; with hard copy 1 solo and 1 class picture - 5R" for graduates		
5	202	piece	Souvenir Program, size: 5.7"x 8.7"; 20 pages for Completers - Kinder		
			- bond paper cover, laser print, with layout and pictorial must be done at the school; content: Program activities, individual 2x2 size pictures, with name, address, birthdate and ambition, cover page: colored print; inside: black & white print; with hard copy 1 solo and 1 class picture - 5R" for graduates		

			Medal with Deped Seal (Diameter: 6 cm; Weight: 30 g; Lace width: 1 inch, Lace color: Emerald Green, with printed name of Loakan Elementary School)		
6	8	piece	*Gold		
7	43	piece	*Silver		
8	373	piece	*Bronze		
9	418.	piece	Ribbons (size: 2.5" length of lace), "enabel", color green		
10	343	piece	button pins (graduates and completers)		
11	3	piece	Printed Tarpaulin, 6ft x 13 ft		
12	5	piece	Lei		
-- nothing follows --					
					<b>TOTAL:</b>
<b>Purpose:</b> Other supplies and materials- To be used by Kinder completers & Grade 6 graduates for SY 2022-2023; and Grades 1-5					

Canvasser:

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

\_\_\_\_\_  
TIN (VAT/NON-VAT)

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



School: Loakan Elementary School  
 School Address: Loakan Proper, Baguio City  
 School e-mail address & contact no.: loakanes@gmail.com / (074) 620-2242