



Republic of the Philippines  
**Department of Education**  
**CORDILLERA ADMINISTRATIVE REGION**  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**BAGUIO CENTRAL SCHOOL**

MOOE Fund

**REQUEST FOR QUOTATION**

Company/Supplier/Store:

Address:

Telephone No.:

e-Mail:

TIN:

PR No.: 2025-02-010

Quotation No.: 2025-02-010

Date: February 18, 2025

ABC: Php **98,725.00**

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 **FEBRUARY 25, 2025 ; 9:00AM.**

**POSTED IN PHILGEPS**

*ccjo*  
**CARINA G. WALSIYEN**

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.
- ✓ Delivery period on or before **MARCH 28, 2025.**
- ✓ Price validity shall be for a period of **30 Calendar Days.**

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	865	booklet	Souvenir Paper, landscape, 8.5" x 11", folded and stapled -hard paper cover page -back-to-back page printing cover page: colored front and back printing inside pages: black and white printing number of inside pages: 46		
2	835	piece	Diploma/ Certificate printing with Gold Seal, 9"x12", parchment paper, colored logo printing		
NOTE: 1. Supplier must coordinate and provide sample with the school prior final printing. 2. Supplier must be willing to give assistance with the layout of the inside pages of souvenir paper.					
<b>TOTAL</b>					
Purpose: Procurement of printable EOSY supplies & materials.					
Additional Note: 1. Supplier shall deliver the items to the school within the delivery period. 2. Bidders may submit their quotations through email: <a href="mailto:baguiocentralschool@gmail.com">baguiocentralschool@gmail.com</a>					

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

\_\_\_\_\_  
Signature over Printed Name / Date

\_\_\_\_\_  
Tin

Canvassed by:

\_\_\_\_\_  
Tel. No./ Cellphone No.

\_\_\_\_\_  
Canvasser