



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.: **2025-03-0011**
Quotation No.: **2025-03-0011**
Date: March 4, 2025
ABC: 61,250.00

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 **March 10, 2025**


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 15 Calendar Days.
- ü Price validity shall be for a period of 30 Calendar Days.

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
Graduation Rites					
1	157	piece	Diploma for Graduates		
2	160	piece	Certificate Holder (Red), A4 Size for Graduates & Speaker		
3	20	pack	SPECIAL PAPER, White, Letter Size 180gsm 10pcs/pack		
4	2	ream	BOND PAPER, Letter size. 80gsm		
5	2	bottle	INK, Epson 003, black		
6	2	bottle	INK, Epson 003, cyan		
7	2	bottle	INK, Epson 003, majenta		
8	2	bottle	INK, Epson 003, yellow		
9	10	pack	Photo paper, glossy, legal size, no prints at the back		
10	1	pack	Laminating Film, Legal, 100 pcs/pack		
11	1	piece	Ribbon,blue, glossy/shiny, 1 inch		
12	1	piece	Ribbon,orange, glossy/shiny, 1 inch		
13	1	piece	Ribbon,silver, glossy/shiny, 1/2 inch		
14	1	piece	Ribbon,yellow, glossy/shiny, 1/2 inch		
15	50	piece	Glue sticks, small		
16	2	roll	Masking Tape, ½ inch		
17	2	roll	Masking Tape, 1 inch		
18	1	piece	Medals, Gold, Diameter Size: 6cm, weight; 30g for Leadership Awardee		
19	30	piece	Medals, Bronze, Diameter Size: 6cm, weight; 30g for Academic Excellence Awardees		
20	15	piece	Medals, Gold, Diameter Size: 5cm, weight; 25g for Outstanding Performance (Proficiency and Special Awards)		
21	157	piece	Gold Seal		
22	1	piece	Tarpaulin, 8x5, landscape		
23	2	piece	LEI, ethnic in different colours		

			Moving up		
24	88	piece	Certificate for Kinder		
25	88	piece	CERTIFICATE HOLDER, Blue, A4 size		
26	40	pack	SPECIAL PAPER, White, Letter Size 180gsm 10pcs/pack		
27	3	ream	BOND PAPER, Letter size. 80gsm		
28	2	bottle	INK, Epson 003, black		
29	2	bottle	INK, Epson 003, cyan		
30	2	bottle	INK, Epson 003, majenta		
31	2	bottle	INK, Epson 003, yellow		
32	88	piece	Gold Seal		
33	2	pack	Laminating Film, A4, 100 pcs/pack		
34	10	pack	Photo paper, glossy legal size, no prints at the back		
35	2	piece	RIBBON, green, 1 inch		
36	6	piece	RIBBON, gold, 1 inch		
37	6	piece	RIBBON, silver, 1 inch		
38	90	piece	Ready-made Ribbons for parents		
39	50	piece	Glue sticks		
40	2	roll	Masking Tape, ½ inch		
41	2	roll	Masking Tape, 1 inch		
42	3	roll	Double sided tape, 2 inches		
43	5	mat	Dressmaker's pin		
44	2	piece	LEI, ethnic in different colours		
45	1	piece	Tarpaulin, 8x5, landscape		
			Recognition Program		
46	15	piece	Medals for the achievers for Grades 1-5, SILVER		
47	170	piece	Medals for the achievers for Grades 1-5, BRONZE		
48	1	bottle	INK, Epson 003, black		
49	1	bottle	INK, Epson 003, cyan		
50	1	bottle	INK, Epson 003, majenta		
51	1	bottle	INK, Epson 003, yellow		
52	1	ream	BOND PAPER, Letter size. 80gsm		
53	10	pack	SPECIAL PAPER, White, Letter Size 180gsm 10pcs/pack		
54	1	piece	Tarpaulin, 8x5, landscape		
55	20	pack	Battery, dry cell, size AA		
56	1	piece	LEI, ethnic in different colours		
57	50	piece	CERTIFICATE HOLDER, Blue, A4 size		
58	4	piece	12 heads Begonia green		
59	4	piece	Artificial turtle back leaf		
60	4	piece	Red leaf artificial flower		
61	4	piece	Orange leaf artificial flower		
62	12	piece	Phalaenopsis simulation flowers 3 colors		
63	50	piece	Wavy Plant pot, Off White 10.5"x 8.5"		
64	4	piece	Kayabang Basket		
			"Nothing follows"	TOTAL	
Purpose: Procurement of Supplies and Materials for EOSY Rites					

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