



**Republic of the Philippines**  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY  
DISTRICT 6  
JOSEFA CARIÑO ELEMENTARY SCHOOL

## REQUEST FOR QUOTATION

Standard Form No.: SF-GOOD-60  
Revised on: May 24, 2004  
Standard Form Title: Request for Quotations

Supplier: \_\_\_\_\_ Requesting Unit: **JOSEFA CARIÑO ES**  
Address: \_\_\_\_\_ PR No.: 2025-03-003  
Telephone No.: \_\_\_\_\_ Quotation No.: 2025-03-002  
e-Mail: \_\_\_\_\_ Date: March 6, 2025  
Date received by the Supplier: \_\_\_\_\_ ABC: **Php 116,025.00**

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 12, 2025 @ 9:00 am.**

*Rosario R. Cawilan*  
**ROSARIO R. CAWILAN**  
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: **April 14-15, 2025.**
- ✓ Price validity shall be for a period of **30** Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	50	piece	Gold Medal, with DepEd seal, 5cm diameter, 25g, 1 inch ribbon lace with name of the school		
2	5	piece	Gold Medal, with DepEd seal, 6cm diameter, 30g, 1 inch ribbon lace with name of the school		
3	10	piece	Silver Medal, with DepEd seal, 6cm diameter, 30g, 1 inch ribbon lace with name of the school		
4	250	piece	Bronze Medal, with DepEd seal, 6cm diameter, 30g, 1 inch ribbon lace with name of the school		
5	250	piece	Ribbons for Grade 6 graduates with pin, inabel cloth, with school logo and school name		
6	135	piece	Ribbons for Kinder completers with pin, inabel cloth, with school logo and school name		
7	385	piece	Ribbons for Parents with pin, inabel cloth, with school logo and school name (Kinder=135 pax and Grade 6=250 pax)		
8	64	piece	Ribbons for Employees with pin, inabel cloth, with school logo and school name (Principal=1, Faculty=56, Non-teaching Personnel=7)		
9	3	piece	Ribbons for Guest with pin, inabel cloth, with school logo and school name		
10	3	piece	Ribbons for Confirming Official with pin, inabel cloth, with school logo and school name		



**Address:** F. Yandoc St., Baguio City  
**Telephone No.:** (074) 442-3149  
**E-mail:** josefacarinoelemschool@gmail.com/ 136385@deped.gov.ph  
**Facebook Page:** DepEd Tayo Josefa Cariño ES



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Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
11	250	piece	Elementary Certificate (Grade 6), colored with gold notarial seal		
12	135	piece	Kindergarten Certificate, colored with gold notarial seal		
13	385	piece	Diploma Holder (Kinder and Grade 6), color: dark green		
14	150	piece	Kindergarten Moving-up Program, colored cover, black and white inside pages, 8.5"x11", folded, with class pictures and solo pictures, on site picture taking, inclusive of layout, draft should be checked before final printing		
15	265	piece	Graduation Exercises Program, colored cover, black and white inside pages, 8.5"x11", folded, with class pictures and solo pictures, on site picture taking, inclusive of layout, draft should be checked before final printing		
16	5	piece	Token for the Guests		
17	5	piece	Lei, inabel lace, school logo printed in the core		
18	390	piece	Fresh Flowers for the Tribute		
<b>~NOTHING FOLLOWS~</b>					

**TOTAL**

**Purpose:** Procurement of other supplies and materials for the Year-End Programs (Graduation, Completion and Recognition Activities).

**Additional Notes:**

1. Supplier shall deliver the item to the school within the delivery period.
2. Supplier can attach picture or indicate brand of the offered item.
3. Bidders may submit their quotations through email: [136385@deped.gov.ph](mailto:136385@deped.gov.ph)

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

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

Canvassed by:

\_\_\_\_\_  
Canvasser



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