



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
Schools Division of Baguio City  
**LOAKAN ELEMENTARY SCHOOL**  
District III

**REQUEST FOR QUOTATION**

Company/Supplier/Store: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
TIN: \_\_\_\_\_

PR No.: **2025-03-011**  
Quotation No.: **2025-03-011**  
Date: **March 17, 2025**  
ABC: **Php 125,835.00**

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** signed by your representative not later than **March 21, 2025**

  
**JOHNNY C. CARCIDO JR.**  
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 within **5** Calendar Days.
- ✓ Price validity shall be for a period of **30** Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	40	Pcs	Sash for faculty, green native cloth, yellow-gold embroidery		
2	198	Pcs	Button pins for Grade 6		
3	140	Pcs	Button pins for kindergarten		
4	338	Pcs	Ribbon for parents (size 2.5" length of lace), enable, color green		
5	84	Pcs	Ribbon for loyalty awardees (size 2.5" length of lace), enable, color green		
6	36	Pcs	Ribbon for performance awardees (size 2.5" length of lace), enable, color green		
7	198	Pcs	Diploma, with gold seal, for Grade 6		
8	140	Pcs	Diploma, with gold seal, for kindergarten		
9	338	Pcs	Diploma Holder, plastic-front, cardboard-back, 9.5" x 12.5"		
			MEDALS (Diameter: 6cm, weight: 30 g, Lace width: 1", lace color: Emerald Green, with printed name: "Loakan Elementary School")		
10	1	Pcs	Medals – gold		
11	34	Pcs	Medals – silver		



School: Loakan Elementary School  
School Address: Loakan Proper, Baguio City  
School e-mail address & contact no.: loakanes@gmail.com /09682759639



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12	280	Pcs	Medals – bronze		
13	210	Pcs	Souvenir Programs, Graduation, colored, 5.7” x 8.7”		
			-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 and address, birthday and ambition, class picture, cover page colored print, inside pages colored print		
14	150	Pcs	Souvenir Programs, Moving up, 5.7” x 8.7”		
			-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 and address, birthday and ambition, class picture, cover page colored print, inside pages black and white print		
15	3	Pcs	Tarpaulin, 13ft x 6 ft (1 for moving up exercises, 1 for recognition day and 1 for graduation day), with layout		
16	1	Pc	Tarpaulin, 4ft x 6 ft (for EOSY activities), with layout		
17	5	Pcs	Native Lei, for speakers and confirmer		
18	9	Pcs	Plaque, for school PRAISE, acrylic, with layout, 8” in height		
			<b>-NOTHING FOLLOWS -</b>		
			<b>TOTAL</b>		

**Purpose: For the PROCUREMENT OF OTHER SUPPLIES AND MATERIALS FOR THE EOSY**

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

Canvassed by:

  
**JOSE B. PARIS JR.**  
Canvasser



School: Loakan Elementary School  
School Address: Loakan Proper, Baguio City  
School e-mail address & contact no.: loakanes@gmail.com /09682759639 \*