



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 Schools Division of Baguio City
 DISTRICT I
RIZAL ELEMENTARY SCHOOL
 #1 GIBRALTAR ROAD, BAGUIO CITY

REQUEST FOR QUOTATION

Company/Supplier/Store: _____
 Address: _____
 Telephone No.: _____
 e-Mail: _____
 TIN: _____

PR No.: 2025-03-012
 Quotation No.: 2024-03-010
 Date: March 7, 2025
ABC: 128,575.00

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 13, 2025 AT 9AM.**

MARIA MAGDALENA C. BALAO
 Chairperson, Bids and Awards Committee

REQUIREMENTS:

- Mayor's / Business permit
- PhilGEPS registration number or certificate
- Omnibus Sworn Statement (for ABC above 50K)
- 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 with 7 calendar days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	445	PC	<u>DIPLOMA PRINTING WITH DIPLOMA HOLDER</u>		
			9*12" Parchment Paper, at least 85 gsm		
			for Kinder and Grade 6		
			colored printing		
2	720	PC	<u>RIBBONS</u>		
			PERSONALIZED RIBBON HEAD		
			WITH SCHOOL LOGO AND NAME		
			FOR PARENTS, LEARNERS, AND SCHOOL PERSONNEL, and Special Awards		
			WITH 2.75" INABEL CLOTH AND SAFETY PIN		
3	445	PC	<u>BUTTON PIN</u>		
			WITH SCHOOL LOGO AND NAME		
			171 - COMPLETER, 274 - GRADUATE		
			WITH LACE		
4	300	BOOKLET	<u>PROGRAM PAPER</u>		
			WITH CLASS PICTURE AND SOLO PICTURE		
			COLORED COVER, BLACK AND WHITE INSIDE PAGES		
			8.5*11", FOLDED		
			INCLUSIVE OF LAY OUT, DRAFT SHOULD BE CHECKED BEFORE PRINTING		



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5	10	PC	Medal, GOLD, with DepEd seal Diameter Size: 5cm Weight: 30g Ribbon width: 1 inch Ribbon color: Green, customized with School Name , WHITE PRINT		
6	50	PC	Medal, SILVER, with DepEd seal Diameter Size: 6cm Weight: 30g Ribbon width: 1 inch Ribbon color: Green, customized with School Name , WHITE PRINT		
7	420	PC	Medal, BRONZE, with DepEd seal Diameter Size: 6cm Weight: 30g Ribbon width: 1 inch Ribbon color: Green, customized with School Name, , WHITE PRINT		
8	10	PC	Medal, GOLD, with DepEd seal Diameter Size: 6cm Weight: 30g Ribbon width: 1 inch Ribbon Lace: Ordinary(Blue, white, red)		
9	1	PC	<u>TARPAULIN</u> WITH LAYOUT (GRADUATION, RECOGNITION) 230 SQ FT		
10	2	PC	<u>TARPAULIN</u> WITH LAYOUT (GRADUATION, MOVING UP, RECOGNITION - LITENG EXTENSION) 8*10FT		
11	6	PC	<u>TOKEN</u> FOR SPEAKER		
12	10	PC	<u>LEI</u> MUST BE CORDILLERAN INSPIRED, SCHOOL LOGO PRINTED IN THE CORE		
13	15	PACK	<u>GOLD NOTARIAL SEAL</u> STICKER TYPE, 40PCS/PACK		
ALL ITEMS MUST BE DELIVERED TO RIZAL ELEMENTARY SCHOOL					
				TOTAL	
Purpose: SUPPLIES AND MATERIALS FOR EOSY SY 2024-2025					
ALL RFQ RECEIVED AFTER THE DEADLINE WILL NOT BE HONORED.					

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

Signature over Printed Name

Canvassed by:



Address: #1 Gibraltar Road, Baguio City

Telephone No.: (074) 620-4224

E-mail Address: rizalbaguio1937@gmail.com/136404@depd.gov.ph

DepEdTayo Rizal Elementary School