



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SAN VICENTE ELEMENTARY SCHOOL
Brgy San Vicente, Baguio City

REQUEST FOR QUOTATION

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

Supplier: Requesting Unit:
Address: PR No.: 2025-01-004
Telephone No.: Quotation No.: 2025-01-004
e-Mail: Date: 3/4/2025
Date received by the Supplier: ABC: 59,475.00

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 7, 2025


JANET K. DAGDAGEN
BAC Chairman

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement

Note:

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Indicate brand and model of item offered.
- ✓ Delivery period within _____ Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	239	pcs	Medals for Grade 1-6 (refer to Deped guidelines for standard size) 10 pcs Gold Medal with deped seal,5cm diam. 25g, 1 inch gold ribbon lace with name of school 1 pc Gold Medal with deped seal,5cm diam. 30g, 1 inch gold ribbon lace with name of school 28 pcs Silver Medal with deped seal,5cm diam. 30g, 1 inch emerald green ribbon lace with name of school 200 pcs Bronze Medal with deped seal,5cm diam. 30g, 1 inch emerald green ribbon lace with name of school		
2	143		Printing of Certificates/Diploma for Grade 6, colored, 9"x12" with gold notarial seal		
3	86		Printing of Certificates/Diploma for Kinder, colored, 9"x12" with gold notarial seal		
4	229		Ribbons for parents with pins, inabel cloth (Kinder and Grade 6) (Personalized ribbon head w/ school logo & name of school)		
5	229		Ribbons for Graduates with pins, inabel cloth (Kinder and Grade 6) (Personalized ribbon head w/ school logo & name		

			of school)		
6	34		Ribbons for employees with pin,inabel cloth with school logo and school name (Principal 1, Faculty 32, 1 Adm.Officer, 1 Adm. Aid, 1 Ustad)		
7	6		Lei for Special Guests		
8	229		Certificate holder for diploma 9"x12"		
9	170		Graduation Program Paper - Grade 6, colored cover, black and white inside pages, 8.5"x11", folded with class pictures and solo pictures, on site picture taking, inclusive of lay out.		
10	126		Moving Up Program Paper - Kinder, colored cover, black and white inside pages, 8.5"x11", folded with class pictures and solo pictures, on site picture taking, inclusive of lay out.		
11	1		Tarpauline 19 ft by 7 ft inclusive of lay out		
			TOTAL		
Purpose: To be used during the graduation, moving up and recognition for SY 2024-2025					

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

Signature over Printed Name

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Date/Telephone No.

Canvassed by: