



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
BAGUIO CENTRAL SCHOOL

MOOE Fund

REQUEST FOR QUOTATION

Company/Supplier/Store:

Address:

Telephone No.:

e-Mail:

TIN:

PR No.: 2026-02-007

Quotation No.: 2026-02-007

Date: February 03, 2026

ABC Php **109,950.00**

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 **FEBRUARY 10, 2026 @9AM.**


CARINA G. WALSIYEN

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 on or before **MARCH 13, 2026**
- ✓ Price validity shall be for a period of **30 Calendar Days.**

| Item No. | Qty. | Unit | Item Description | Supplier's Remarks (for item specification) | Unit Price | Total Price |
|--------------|------|---------|--|--|------------|-------------|
| 1 | 850 | piece | Diploma Printing, 9"x12" parchment, colored logo printing, with Gold seal *Must adhere to DivMemo 60s2026 | | | |
| 2 | 870 | booklet | Program Paper, landscape, 8.5"x11", folded and stapled, hard and colored printed cover page, black and white inside pages, 64-88 inside pages **Supplier will coordinate with school prior printing | | | |
| TOTAL | | | | | | |

Purpose: Procurement of printing services for EOSY supplies.

Additional Note: 1. Supplier shall deliver the items to the school within the delivery period.

2. Bidders may submit their quotations through email: baguiocentralschool@gmail.com

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

 Signature over Printed Name / Date

Canvassed by:

 Tin

 Canvasser

 Tel. No./ Cellphone No.