



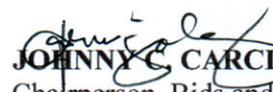
Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
 Schools Division of Baguio City  
**LOAKAN ELEMENTARY SCHOOL**  
 District III

**REQUEST FOR QUOTATION**

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

PR No.: **2026-02-002**  
 Quotation No.: **2026-02-002**  
 Date: **February 27, 2026**  
 ABC: **Php 77,328.00**

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 3, 2026**.

  
**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	151	piece	Diploma, DepEd standard, with gold seal, for completers		
2	182	piece	Diploma, DepEd standard, with gold seal, for graduates		
3	333	piece	Certificate holder, clear plastic single-sided, green card board with horizontal hangers - for diploma		
4	24	piece	Medals - Silver, 6cm, 30g, ribbon/lace - 1", emerald green with logo and name of school		
5	284	piece	Medals - Bronze, 6cm, 30g, ribbon/lace - 1", emerald green with logo and name of school		
6	190	piece	Souvenir Programs, Graduation, 5.7" x 8.7" (soft bound cover paper, laser print with layout and pictorial must be done at 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)		
7	160	piece	Souvenir Programs, Moving-up, 5.7" x 8.7" (soft bound cover paper, laser print with layout and pictorial must be done at school, content: Program Activities, individual 2x2 size pictures with name and address and		



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



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			birthday, class picture, cover page colored print, inside pages black and white print)		
8	151	piece	Button pins, completers		
9	182	piece	Button pins, graduates		
10	151	piece	Ribbons - Parents, completers, green, enabel		
11	182	piece	Ribbons - Parents, graduates, green, enabel		
12	45	piece	Ribbons - Awardees (Kindergarten), green, enabel		
13	86	piece	Ribbons - Loyalty Awardees, green, enabel		
14	1	piece	Medal - Leadership Award - Gold - 6cm yellow/gold lace		
15	1	piece	Medal - Boy Scout of the Year - Gold - 5cm green lace		
16	1	piece	Medal - Girl Scout of the Year - Gold - 5cm green lace		
17	1	piece	Medal - Journalist of the Year - Gold - 5cm green lace		
18	2	piece	Lei, native cloth (enabel), intricate lei head with label (2 guest speakers - 1 for graduation and 1 for recognition)		
19	1	piece	Lei, native cloth (enabel), intricate lei head with label, for confirmer		
20	1	piece	Tarpaulin, 4ft x 6ft (for EOSY Activities), with layout		
21	3	piece	Tarpaulin, 13ft x 6ft (1 for moving-up exercises, 1 for recognition day and 1 for graduation day), with lay out		

- \*Picture taking of the learners must be done within the school on an identified schedule
- \*Materials, props and other supplies needed for the picture taking must be provided by the supplier.
- \*All lay-outs by the supplier are subject for approval of the school.
- \*Items must be **DELIVERED** to the school.

<b>-NOTHING FOLLOWS -</b>					
<b>TOTAL</b>					

**Purpose: Procurement of other supplies and materials for the conduct of End-of-School-Year Activities of Loakan ES for SY 2025-2026**

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



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