



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.: 2026-02-006
 Quotation No.: 2026-02-002
 Date: February 24, 2026
ABC: 128,015.00

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 1, 2026**.

MARIA MAGDALENA C. BALAO
 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 20, 2026
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	397	PC	<u>DIPLOMA PRINTING WITH DIPLOMA HOLDER</u> 9"*12" Parchment Paper, at least 85 gsm for Kinder and Grade 6 colored printing		
2	1000	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 *List of Awards to be sent via email*		
3	397	PC	<u>BUTTON PIN</u> WITH PICTURE OF COMPLETER / GRADUATE WITH LACE		
4	430	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		
5	30	PC	Medal, SILVER , with DepEd seal Diameter Size: 6cm Weight: 30g Ribbon width: 1 inch Ribbon color: Green, customized with School Name ,		



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



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6	230	PC	Medal, BRONZE , with DepEd seal Diameter Size: 6cm Weight: 30g Ribbon width: 1 inch Ribbon color: Green, customized with School Name, ,		
7	3	PC	TARPAULIN		
			WITH LAYOUT (GRADUATION, MOVING UP, RECOGNITION)		
			8*10FT		
8	12	PACK	GOLD NOTARIAL SEAL		
			STICKER TYPE, 40PCS/PACK		
ALL ITEMS MUST BE DELIVERED TO RIZAL ELEMENTARY SCHOOL					
				TOTAL	
Purpose: Procurement of Supplies and Materials for EOSY PROGRAMS 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

Canvassed by:



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