



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**Quezon Hill Elem School**  
 Mallare St., Quezon Hill, Baguio City  
**REQUEST FOR QUOTATION**



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

Supplier: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_  
 e-Mail: \_\_\_\_\_  
 Date received by the Supplier:

Requesting Unit: Quezon Hill Elem. School  
 PR No.: 2026-02-013  
 Quotation No.: 2026-02-013  
 Date: February 9, 2026  
 ABC: Php88,500.00

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 12, 2026.

**DELLA PALUMBANG**

Chairman, Bids and Awards Committee

**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 120 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	238	pc	Simplified Graduation program ,inclusive of class & faculty picture and solo pictorial layout, colored back and front cover and black and white inside pages		
2	380	pc	Diploma/Certificate (Grade 6 and Kinder), 9x12 parchment paper, 86GSM, colored printing with notarial seal		
3	380	pc	Button Pins(grade 6),2.25" diameter, personalized solo picture design, water resistant, laser printing w/ 3" satin ribbon (inclusive of free personalized button pins with picture for faculty and staff)		
4	5	pc	Personalized Leigh		
5	40	pc	DepEd Medal w/ name of school in the lace,Silver		
6	390	pc	DepEd Medal w/ name of school in the lace,Bronze		
7	1	pc	Gold medal-6cm with deped seal for leadership award		
8	11	pc	Gold medal-5cm with deped seal for outstanding award		
9	380	pc	Plastic Envelopecertificate holder for 9x12 diploma(kinder and grade 6)		
10	380	pc	Ribbon for Parents		

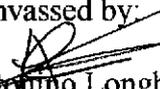
11	2	pc	Graduation / Moving up Tarpaulin, 7ft x 11ft inclusive of lay out/design, with hooks		
Purpose		For end of school year programs, SY 2025-2026.			

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

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
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\_\_\_\_\_  
Date/Telephone No.

Canvassed by:  Antonio Longboan Admin Aide
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