



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Division of Baguio City
District 10



PACDAY QUINIO ELEMENTARY SCHOOL
Km. 4, Asin Road, Baguio City

REQUEST FOR QUOTATION

Standard Form: SF-GOOF-60

Revised on: May 24, 2004

Standard Form Title: Request for Quotation

Supplier:

Address:

Telephone: No.:

Email:

Date Received by the Supplier:

Requesting Unit: Pacday Quinio ES

PR No.:2026-04-001

Quotation No.: 2026-04-001

Date: March 11, 2026

ABC: 84,320.00

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 16, 2026**.

ARTHUR U. MANGILI

Chairperson, 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 requirements.
- ✓ All entries must be type written 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	89	Piece	Diploma, DEPED standard, with gold seal, for completers		
2	127	Piece	Diploma, DEPED standard, with gold seal, for graduates		
3	216	piece	Certificate holder, clear plastic single sided, green card with horizontal hangers – for DIPLOMA/CERTIFICATE		
4	1	Piece	Medals – Gold, 6cm, 30g; ribbon lace 1", Emerald green with logo and name of school		
5	25	Piece	Medals, Gold, 5cm, 30g; ribbon lace 1", Emerald green with logo and name of school		
6	35	Piece	Medals – Silver, 6cm, 30g; ribbon lace 1", Emerald green with logo and name of school		
7	210	Piece	Medals, Bronze, 6cm, 30g; ribbon/lace 1", Emerald green with logo and name of school		
8	130	Piece	Souvenir programs, moving-up		
9	165	Piece	Souvenir programs, graduation		
10	89	Piece	Button pins, completers		
11	127	Piece	Button pins, graduates		

12	80	Piece	Ribbons – Grade 6 Loyalty Awardees		
13	89	Piece	Ribbons – parents of completers, green, enable – kindergarten		
14	127	Piece	Ribbons – parents of graduates, green, enable – grade 6		
15	30	Piece	Ribbons - Faculty		
16	1	Piece	LEI, native cloth (enable), intricate lei head with label – CONFIRMER		
17	2	Piece	LEI, native cloth (enable), intricate lei head with label – GUEST SPEAKER		
18	12	Roll	SATIN Ribbons - 2 roll green, 2 roll yellow and 2 roll red		
19	10	Pack	Photo paper – 180 gsm		
20	6	Roll	Double sided tape		
21	3	Piece	Tarpaulin, 13 ft x 6 ft. (1 for moving-up exercises, 1 for recognition day and 1 for graduation, with lay out)		
22	15	bundle	Assorted fresh flowers for stage decoration		
23	2	Piece	Token for the speakers of the moving-up and recognition activity – shawl for women		
24	1	Piece	Token for the speaker of the graduation activity – neck tie		
				TOTAL	

Purpose: procurement of other supplies and materials for the moving-up, recognition and graduation.

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 No.

Date Telephone No.