Republic of the Philippines
Department of Education
Cordillera Administrative Region
Division of Baguio City
District 7
ELPIDIO R. QUIRINO ELEMENTARY SCHOOL
Purok 2, Irisan, Baguio City

REQUEST FOR QUOTATION

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

Supplier: _____
Address: _____
Tel. No.: _____
e-Mail: _____
Date received by the Supplier: _____

Requesting Unit: Elpidio R. Quirino Elementary School
PR No.: 2026-02-013
Quotation No.: 2026-03-008
Date: March 9, 2026
ABC: PhP. 80,500.00

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 _____ **@ 10am.**

ORDEN V. CAYSO
BAC Chairman

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement

Note:

1 Delivery Period with in **10-15** Calendar Days Upon receipt of **NOA**
2 Price Validity shall be for a period of **30 Calendar Days**

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 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	275	piece	Button Pins for Graduation Package		
2	275	piece	Ribbons for Parents		
3	275	piece	Certificate Holder, for Graduation Package		
4	275	piece	Program Paper		
5	320	piece	Medals, 6cm		
6	3	piece	Tarpaulin		
7	160	piece	Ribbons, Kinder		
8	160	piece	Certificate, Kinder		
				TOTAL	
Purpose: Procurement of Materials needed for Graduation and Monitoring Up Ceremonies					

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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