



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
DISTRICT 5
DONTOGAN ELEMENTARY SCHOOL

REQUEST FOR QUOTATION

Supplier: _____
 Address: _____
 Telephone No.: _____
 e-Mail: _____
 TIN: _____

Requesting Unit: Dontogan Elementary School
 PR No.: 2026-03-016
 Quotation No.: 2026-03-015
 Date: March 11, 2026
 ABC: Php 62,435.00

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 @ 9:00 AM.**


LEEANN C. NEAD

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.
- ✓ Indicate brand and model of item offered.
- ✓ Delivery period within 7 Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	42	piece	SILVER MEDAL, with DepEd seal, diameter size: 6cm, weight: 30g, ribbon width: 1 inch, ribbon color: emerald green with school name in white print		
2	153	piece	BRONZE MEDAL, with DepEd seal, diameter size: 6cm, weight: 30g, ribbon width: 1 inch, ribbon color: emerald green with school name in white print		
3	1	piece	GOLD MEDAL, with DepEd seal, diameter size: 6cm, weight: 30g, ribbon width: 1 inch, ribbon color: gold with school name in white print		
4	8	piece	GOLD MEDAL, with DepEd seal, diameter size: 5cm, weight: 25g, ribbon width: 1 inch, ribbon color: emerald green with school name in white print		
5	243	piece	CERTIFICATE, 9 x 12 inches parchment paper, colored print, with GOLD NOTARIAL SEAL (Kindergarten=114, Grade 6=129)		
6	243	piece	CERTIFICATE HOLDER, size: 9" x 12", color: dark green		
7	243	piece	BUTTON PIN, 2.25" diameter, personalized button head with individual picture, with 3" green satin ribbon (Kindergarten=114, Grade 6=129)		
8	333	piece	RIBBON with pin, personalized ribbon head w/ school name & logo, w/ 2.75 inches inabel cloth w/ tassel, (Loyalty awardees=60, Parents=243, Faculty & Staff=30)		
9	5	piece	LEI for guests and confirmers, inabel cloth, school name and logo printed in the core		
10	120	piece	KINDERGARTEN MOVING-UP PROGRAM PAPER, colored cover, black & white inside pages, 8.5" x 11", folded, w/ class and solo pictures, on site picture-taking, inclusive of layout, draft should be checked before final printing		



Address: Purok 2, Km. 6, Sto. Tomas Rd., Brgy. Dontogan, Baguio City
Telephone Number: (074) 422-5095
E-mail Address: dontoganes@gmail.com / 136384@deped.gov.ph
 DepEd Tayo Dontogan ES



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11	139	piece	GRADUATION EXERCISES PROGRAM PAPER, up to 34 pages, colored cover, black & white inside pages, 8.5" x 11", folded, w/ class and solo pictures, on site picture-taking, inclusive of layout, draft should be checked before final printing		
12	1	piece	TARPAULIN for the Moving Up, Recognition, and Graduation Ceremonies, 17ft x 7ft, with eyelets, inclusive of layout, draft should be checked before final printing		
				TOTAL	
Purpose: Procurement of supplies and materials for the conduct of the End-of-School-Year (EOSY) Rites 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

Tel. No. / Date

Canvassed by: