



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Baguio City
PINSAO ELEMENTARY SCHOOL

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 Address: _____

Date received by the Supplier: _____

Requesting Unit: **PINSAO ELEMENTARY SCHOOL**

PR No.: 2026-08-22

Quotation No.: 2026-08-16

Date: August 11, 2026

ABC: **Php 57,000.00**

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 **5:00pm of August 13, 2026**.


BRIGITTE MARIE A. CULALING
Bids and Awards Committee Chairman

REQUIREMENTS:

- Mayor's / Business permit
- PhilGeps registration number or certificate
- Income/Business Tax Return (for ABC above 500k)
- Omnibus Sworn Statement (for ABC above 50k)

Note:

- Submit RFQ together with the requirements.
- Entries must be typewritten or legibly written.
- Indicate brand and model of item offered.
- Delivery period: as scheduled
- Price validity shall be for a period of 30 Calendar Days.
- Award shall be on a "per line item" basis.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	15	pax	Formal assessment services for learners manifesting special needs and/or difficulties		

Minimum Technical Requirements:

The service provider shall:

1Utilize standardized, norm-referenced (where applicable), and professionally accepted assessment tools and evaluation methods appropriate to the learner's age and presenting concerns.

2Conduct formal assessments, as appropriate, to determine the learner's educational functioning in one or more of the following domains:

- Cognitive/Intellectual Functioning
- Academic Achievement and Learning
- Adaptive Behavior
- Behavioral and Socio-emotional Functioning
- Developmental Functioning
- Communication and Language
- Sensory-Motor and Functional Performance
- Other disability-related domains affecting educational functioning, as deemed necessary.

3Provide an individual assessment report containing, as applicable:

- Assessment results and interpretation;
- Diagnostic impression or clinical findings;
- Functional strengths and identified areas of need;
- Level of functioning, severity, and/ or support needs, where appropriate;
- Educational implications and recommendations to support intervention planning, accommodations, modifications, related services, educational placement considerations, and school-based decision-making; and
- Recommendations for referral to appropriate licensed specialist(s) when further evaluation is warranted.

4Conduct a feedback session with the learner's parent(s) or legal guardian(s) regarding the assessment findings and recommendations.

5Submit an authenticated assessment report signed by the licensed professional who conducted or supervised the assessment, indicating the professional's name, profession, signature, and Professional Regulation Commission (PRC) license number.

Kindly provide the earliest available schedule for the assessment.

	TOTAL	
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Purpose: Procurement of formal assessment services for learners manifesting special needs and/or difficulties

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

Additional Notes:

1. Bidders may submit their quotations through our email at pinsaoelementary@gmail.com.

Signature over Printed Name

Canvassed by:

TIN

Date/ Telephone No.
