



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY  
**REQUEST FOR QUOTATION**

|                      |                                                                                                                                            |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Procurement Project: | PROCUREMENT OF LEATHER NOTEBOOKS AND TUMBLER FOR THE CONDUCT OF SEMINAR WORKSHOP SCIENCE OF READING OCTOBER 14 2026 AND DECEMBER 7-8, 2026 |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------|

Quotation No.: 2026-08-110 Date: 8/26/2026 Requesting Unit: CID  
PR Number: 2026-08-158 ABC (in PHP) : 68,100.00

|                 |                       |
|-----------------|-----------------------|
| Supplier: _____ | Telephone No.: _____  |
| Address: _____  | E-mail Address: _____ |

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 **02 SEPTEMBER 2026 09:00 AM.**  
**Failure to submit this on or before the due date aforstated will be a ground for disqualification.**

SAMUEL T. EGSAEN JR. EdD, CESO VI  
Chairperson, Bids and Awards Committee

- REQUIREMENTS:**
- 1. Mayor's / Business permit
  - 2. PhilGEPS registration number or certificate
  - 3. Omnibus Sworn Statement if above 50,000.00
  - 4. Income/Business Tax Return 500,000.00 and above
  - 5. PLEASE write the UNIT PRICE and TOTAL PRICE

- NOTE:**
- \*Submit RFQ together with the requirements.
  - \*All entries must be typewritten or legibly written.
  - \*Delivery period: **ON OR BEFORE DECEMBER 7, 2026.**
  - \*Price validity shall be for a period of 120 Calendar Days.

| Item No. | Qty. | Unit  | Item Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Unit Cost | Unit Price | Total Price |
|----------|------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------|-------------|
| 1        | 202  | piece | Leather Notebook and Pen set, Notebook: 240 pages (see attach design for reference)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 300.00    |            |             |
| 2        | 25   | set   | 1. Leather Notebook and Pen set, Notebook: 240 pages (see attach design for reference)<br>2. Insulated Stainless Steel Tumbler, <b>Capacity:</b> at least 20-32oz (standard for the shape and design)<br><b>Base Color:</b> Matte dark navy blue, <b>Lid type:</b> Screw on, leak proof sports lid with an integrated, curved carry loop (handle), <b>Lid color:</b> Solid Matte dark navy blue (matching the bottle body), <b>Base Diameter:</b> Typically 2.9" - 3.5" (depending on volume) <b>Over-all Height (to Top of Handle):</b> Typically 10.5" - 12" <b>Logo Print Color:</b> Metallic gold <b>Graphic Lay-out (Top to Bottom):</b> All graphics are centered one face <b>Logo (middle):</b> DepEd (Department of Education) seal on the left; Baguio City Division seal on the middle <b>Headline text:</b> "2026 SCIENCE OF READING" (Bold, all caps, Serif font) <b>Target Grade Band Text:</b> "Kinder to Grade 3" (lighter weight serif font, within two thin horizontal lines), an illustration of a stack of seven books, with text printed on each spine <b>Title Header:</b> "I TEACH" (above stack), <b>Top 3 Books (stacked left to right spines):</b> "KIDS"   "Phonemic Awareness"   "PHONICS + FLUENCY"<br><b>Bottom 4 Books (Stacked left to right spines):</b> "VOCABULARY"   "Comprehension"   "TO READ"<br><b>Decorative Elements:</b> Two stylized butterfly icons on either side of the top of the stack <b>Slogan:</b> "Transforming Literacy Instructions for Every Young Learner" <b>Icons (Left to Right):</b> Light bulb   Open Book with Star   Gear icon <b>Footer text:</b> "DEPARTMENT OF EDUCATION" "SCHOOLS DIVISION OF BAGUIO CITY" (see attached picture / design for reference). | 500.00    |            |             |
| TOTAL    |      |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |            |             |

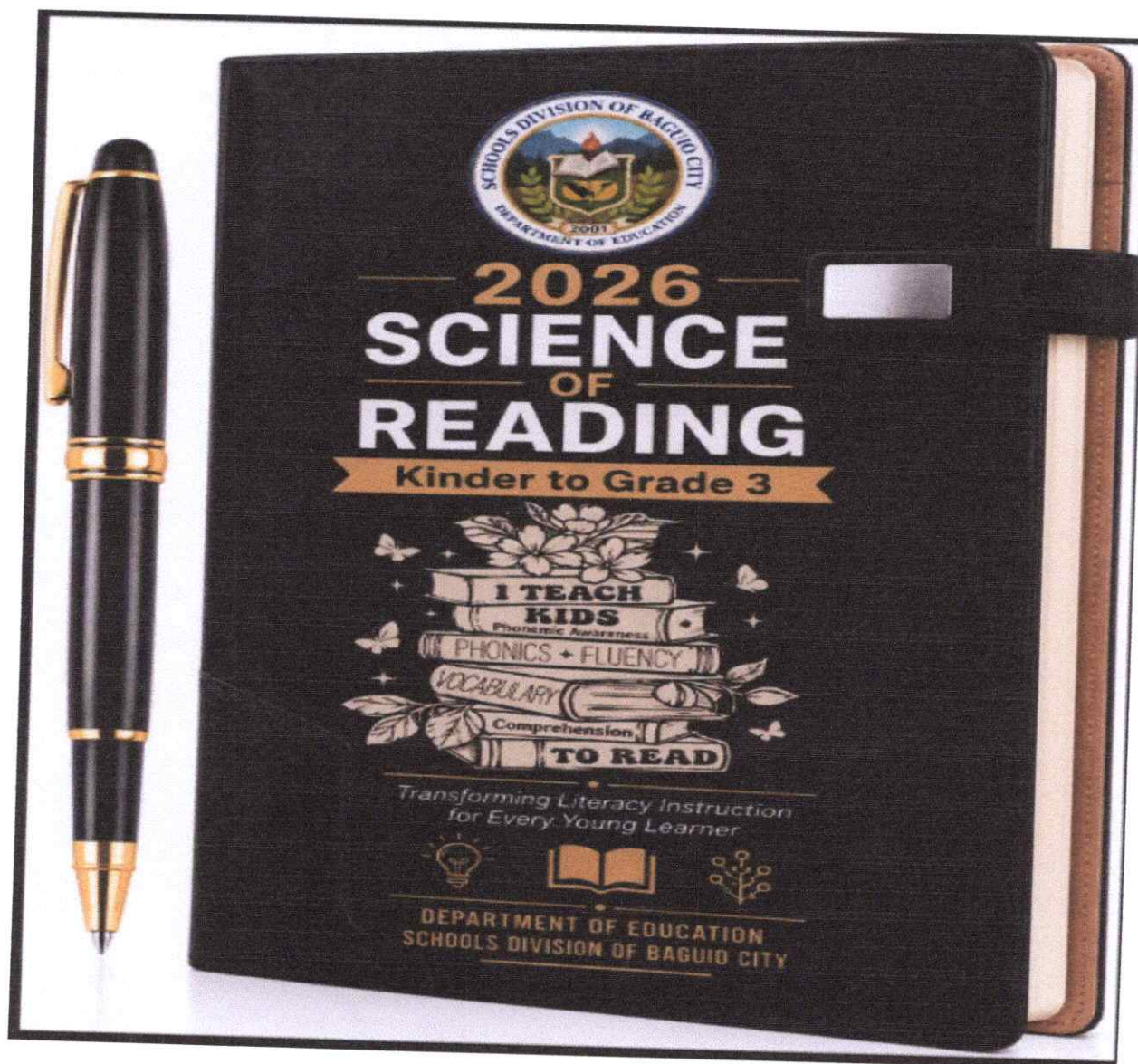
After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Signature over Printed Name

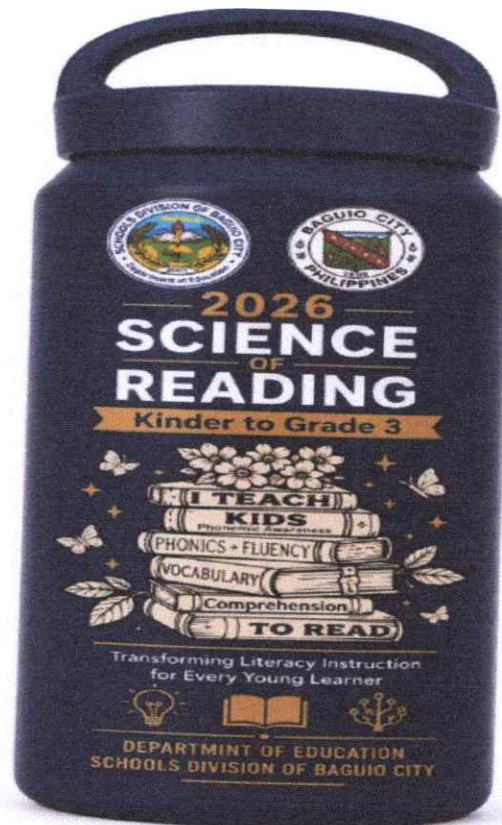
TIN: \_\_\_\_\_  
Date: \_\_\_\_\_

Canvassed by: \_\_\_\_\_





Leather Notebook and Pen Set 240 Pages



Insulated Stainless Steel Tumbler. Estimate is 20oz to 32oz (Standard for this shape/design)  
**Base Color:** Matte dark navy blue.  
**Lid Type:** Screw-on, leak-proof sports lid with an integrated, curved carry loop (handle).  
**Lid Color:** Solid matte dark navy blue (matching the bottle body)  
**Base Diameter:** Typically 2.9" - 3.5" (depending on volume).  
**Overall Height (to top of handle):** Typically 10.5" - 12"  
**Logo/Print Color:** Metallic Gold.  
**Graphic Layout (Top to Bottom):** All graphics are centered on one face.  
**Logo (middle):** DepEd (Department of Education) Seal on the left; Baguio City Division Seal on the middle  
**Headline Text:** "2026 SCIENCE OF READING" (Bold, all-caps serif font).  
**Target Grade Band Text:** "Kinder to Grade 3" (Lighter weight serif font, within two thin horizontal lines).  
**An illustration of a stack of seven books, with text printed on each spine.**  
**Title Header:** "I TEACH" (Above stack).  
**Top 3 Books (Stacked Left to Right Spines):** "KIDS" | "Phonemic Awareness" | "PHONICS + FLUENCY".  
**Bottom 4 Books (Stacked Left to Right Spines):** "VOCABULARY" | "Comprehension" | "TO READ".  
**Decorative Elements:** Two stylized butterfly icons on either side of the top of the stack.  
**Slogan:** "Transforming Literacy Instruction for Every Young Learner".  
**Icons (Left to Right):** Lightbulb | Open Book with Star | Gear Icon.  
**Footer Text:** "DEPARTMENT OF EDUCATION" "SCHOOLS DIVISION OF BAGUIO CITY"