



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
 #82 Military Cut-Off, Baguio City



## REQUEST FOR QUOTATION

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

Supplier: Requesting Unit: OSDS/HRD  
 Address: PR No.: 2017-08-230  
 Telephone No.: Quotation No.: 2017-08-027  
 e-Mail: Date: October 2, 2017  
 Date received by the Supplier: ABC: Php 123,600.00

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 \_\_\_\_\_.

**SORAYA T. FACULO, PhD.**  
 OIC-Assistant School Division Superintendent  
 Chairman, 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 the requirements.**
- ✓ All entries must be typewritten or legibly written.
- ✓ Delivery period within \_\_\_\_\_ Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

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Item No.	Qty	Unit	Item Description	Unit Price	Total Price
1	103	Pax	<p align="center"><b>October 26, 2017</b></p> <p><b>-AM Snacks</b>            (Boiled banana 1pc, Ube bao 1pc, Malagkit w/ latik 1 small slice)</p> <p><b>-Lunch</b>            (Squash soup, Sweet and sour Lapu lapu, Grilled chicken, Baked pork spare ribs, Green salad w/ dressing, Steamed white rice, Chilled lemon ice tea, Service water)</p> <p><b>-PM Snacks</b>            (Carrot-walnut cake, Brewed coffee, sugar and cream, and lemon grass tea)</p>		
2	103	Pax	<p align="center"><b>October 27, 2017</b></p> <p><b>-AM Snacks</b>            (Mixed Kakanin – Maja blanca mais 1pc, Camote 1pc, Rice puto 1pc)</p> <p><b>-Lunch</b>            (Mushroom soup, Green salad w/ dressing, Braised beef w/ mushroom, Chicken teriyaki, Fried shanghai lumpia, Steamed white rice, Chilled lemon ice tea, Service water)</p>		

			<b>-PM Snacks</b> (Crema-de fruta, Brewed coffee, sugar and cream and lemon grass tea)		
			<b>**Venue:</b> A hotel or building that can accommodate 103 participants with spacious hall flexible for the activities inclusive of the following: <ol style="list-style-type: none"> <li>1. AV system, LCD projector and two microphones</li> <li>2. Tables and chairs (separate table for the secretariat, dining and coffee)</li> <li>3. Tarpaulin with the logo of DepEd and title of the program for the stage and at the entrance of the place.</li> <li>4. Clean comfort rooms within the place with basic toiletries</li> <li>5. Well ventilated and lighted.</li> </ol>		
				<b>TOTAL</b>	
Purpose: Meals and snack for Building Stronger Work Relationships: Induction and Interface Workshop on Oct. 26-27, 2017					

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

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\_\_\_\_\_  
Signature over Printed Name

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Date/Telephone No.

Canvassed by: