



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:
Date received by the Supplier:

Requesting Unit:
PR No.: 2017-11-369
Quotation No.: 2017-11-141
Date: November 13, 2017
ABC: Php 207,800.00

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.

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
1	5	Pax	Day 1 (November 22, 2017) Breakfast		
	15	Pax	AM Snacks		
	15	Pax	Lunch		
	15	Pax	PM Snacks		
	11	Pax	Dinner		
	11	Pax	Hotel Room (1 room with single bed and 4 rooms with 2-3 beds)		
2	150	Pax	Day 2 (November 23, 2017) Breakfast AM Snacks Lunch PM Snacks Dinner		
	9	Pax	Hotel Room (1 room with single bed and 4 rooms with 2-3 beds)		
3	9	Pax	Day 3 (November 24, 2017) Breakfast AM Snacks		
			**Please see attached menu		
			**NOTE: VENUE -with big conference hall, 5 movable doors -quality audio-visual system/facility (with LCD and at least 3 microphones		

			<i>-with elevator to cater PWD/Senior Citizen participants</i> <i>-with Wi-Fi connectivity</i> <i>-Buffet style food service</i> <i>-overflowing coffee, tea and water</i> <i>-with welcome streamer</i>		
				TOTAL	

Date of Event: Nov. 22, 23, 24, 2017
Purpose: Board and lodging for the participants during the conduct of Local Stakeholder Convergence in the Schools Division of Baguio City

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/Telephone No.

Canvassed by:

MENU

LOCAL STAKEHOLDER CONVERGENCE

November 22,23 and 24, 2017

	DAY 1	DAY2	Day 3
BREAKFAST	Fried Rice, longganisa, dried fish , egg , soup	Fried Rice, Tapa , egg , soup	Fried Rice,Fried Bangus, egg , soup
SNACKS	Siopao with canned Juice	Spaghetti, Canned Juice	Pancit Canton, Canned Juice
LUNCH	Bird's Nest Soup Fried Chicken Salt and Pepper Shrimp Beef Tenderloin with onions Pata Tim Sweet and Sour Fish Fillet Pancit Canton Special Fried Rice Dessert	Corn Soup Fried Chicken Pata Tim Chopsuey with beef Shanghai Lumpia Sweet and Sour Fish Fillet Special Fried Rice Dessert	
SNACKS	Pancit Bijon, Canned juice	Baked Mac, Garlic Bread and juice	
DINNER	Corn Soup Fried Chicken Pata Tim Chopsuey with beef Shanghai Lumpia chicken pork adobo Special Fried Rice Dessert	Bird's Nest Soup Salt and Pepper Shrimp Special Sea Food Roll Beef Tenderloin with Onion Special Fried Rice Chopseuy with beef	

- Note: With overflowing water and Coffee/ Hot Choco