



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:
Address:	PR No.:
Telephone No.:	Quotation No.: 2018-06-113
e-Mail:	Date: 06/10/2018
Date received by the Supplier:	ABC: Php1,332,000.00

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 June 13, 2018 @ 11:00AM .

  
**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	222	pax	Board and lodging with training venue		
			See Attachment "1" for the Technical Specifications	<b>TOTAL</b>	
Date of Event: June 19 to 22, 2018					
Purpose: Orientation-Workshop on the Use of the Philippine Professional Standards for Teachers (PPST) Resource Package					

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:

## **Orientation-Workshop on the Use of the Philippine Professional Standards for Teachers (PPST) Resource Package (Food and Accommodation for 222 pax)**

### **SPECIFICATIONS:**

#### **A. Training Venue:**

1. One table for registration / secretariat;
2. 1 large plenary hall that can accommodate the participants seated around tables during the opening and closing program and can be manually divided into three venues during the breakout sessions;
3. 1 laptop and LCD projector;
4. Good sound system with at least three (3) microphones with standby operator;
5. High speed and strong internet connection that can accommodate the desired participants;
6. Extension cords;
7. Provision of special menu for those with food preferences;
8. Elevator;
9. Movable boards;
10. Stage and podium;
11. Trapaulin (size 8 x 6) containing the title of the program and DepED logo (design will be emailed)

#### **B. Room Accommodation:**

1. The room should only occupy the required number of pax. If the room is good for four people, only four people should be accommodated. However, should the room have enough space to accommodate additional pax, only 1 person shall be allowed in addition to allowable number of occupants;
2. No dormitory type room (no double deck beds);
3. The room must be fully air-conditioned with television and free toiletries everyday.

#### **C. Others:**

1. Free flowing coffee, tea, chocolate, and water at the function rooms;
2. Buffet breakfast, lunch, and dinner. Meals for lunch and dinner must be choice of chicken or fish/shrimp, pork or beef, vegetables, and dessert choice choices of seasoned fruits or salad;
3. Meals should have a buffer good for 5 pax;
4. AM and PM snacks to be served on time;
5. Candy, nuts should be served every afternoon session for the participants;
6. In case of emergency the winning bidder will provide a medical assistance/medication (over the counter) to ailing participants.