



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:  
 Address:  
 Telephone No.:  
 e-Mail:  
 Date received by the Supplier:

Requesting Unit:  
 PR No.: 2018-10-298  
 Quotation No.: 2018-10-188  
 Date: October 8, 2018  
 ABC: Php 1,260,000.00

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 10-15-2018 @ 11:00 A.M.



**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	168	Pax	Board and lodging with training venue		
			<i>See attachment "1" for the Technical Specifications</i>		
				<b>TOTAL</b>	

Date of Event: October 22 to 26, 2018

Purpose: Board and lodging for National Training of Trainers on Campus Journalism (Luzon Cluster)

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

\_\_\_\_\_  
 Tin

\_\_\_\_\_  
 Date/Telephone No.

Canvassed by:

- There are 168 participants and the budget is Php 1,500.00 per head per day
- The first meal is breakfast on October 22, and the last meal is lunch on October 26
- There should be provision for the following:
  - A hall with 168 chairs
  - Four(4) break out rooms ( each room must have 40 pax capacity and must be sound proof)
  - Four (4) LCD projectors
  - Sound system( stationed in the plenary and in all breakout rooms) w/ internet connection
  - 4 white board
  - Flowing brewed coffee( stationed in the plenary and in all breakout rooms)
  - Tarpaulin of the activity as backdrop
  - For room accommodation, limit the number of persons per room to three (3) only.
  - w/ elevator for pws

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