



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.: 2019-09-217  
 Quotation No.: 2019-07-202  
 Date: October 25, 2019  
 ABC: 171,000.00

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 November 6, 2019 @ 9am

*[Signature]*  
**JULIET C. SANNAD**  
 Chief- Curriculum Implementation Division  
 Chairman, Bids and Awards Committee *[Signature]*

**REQUIREMENTS:**

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate

**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.

**POSTED IN PHILGEPS**

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
1	Pax	95 (3 days)	AM Snacks		
2	Pax	95 (3 days)	PM Snacks		
3	Pax	95 (3 days)	Lunch		
			*Please see attached document		
				<b>TOTAL</b>	

Date of Event: November 18 to 20, 2019

Purpose: Training on facilitating and planning skills for deped Baguio selected employees batch 1

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:



### TECHNICAL SPECIFICATIONS

GENERAL DESCRIPTION	QUANTITY/UNIT	AMOUNT (PhP)
<p><b>LOT NO. 3 – Training on Facilitating and Planning Skills for DepED-Baguio Selected Employees – (Batch 1)</b>  <b>(Meals with venue)</b>  <b>Schedule: November 18-20, 2019</b>  <b>End-User: Jovelyn Petra Balantin</b></p>		
<p style="text-align: center;"><b>TECHNICAL SPECIFICATIONS</b></p> <p><b>DESCRIPTION OF THE ACTIVITY</b>          This activity is a national workshop on competency modelling organized by the BHROD.</p> <p><b>NUMBER OF PARTICIPANTS</b>          95 Deped –Baguio Instructional Leaders, Employees and Teachers</p> <p><b>VENUE (within Baguio City)</b>          -Supplier should be the owner of both the hotel and catering services. Must comply with PHILGEPS.</p> <ol style="list-style-type: none"> <li><b>1. Building Structure</b> <ol style="list-style-type: none"> <li>1.1. With adequate parking lot</li> <li>1.2. With modern facilities, massage or gym.</li> </ol> </li> <li><b>2. Dining Area/Restaurant</b> <ol style="list-style-type: none"> <li>2.1. Seating accommodation for at 95 pax</li> <li>2.2. Chairs for dining tables</li> <li>2.3. Crockery and glass ware of good quality</li> <li>2.4. Adequate lighting and ventilation</li> </ol> </li> <li><b>3. Function Hall</b> <ol style="list-style-type: none"> <li>3.1. Can accommodate 95 pax with tables and chairs comfortable enough for whole day activity.</li> <li>3.2. Well lighted and ventilated.</li> <li>3.3. With LCD, stage with podium and at least three functional microphones with battery supplies good for three days.</li> </ol> </li> <li><b>4. Management or Personnel</b> <ol style="list-style-type: none"> <li>4.1. At least three persons trained and capable of supervising the services provided.</li> <li>4.2. Staff should have valid health certificates, neat and clean with uniform, hairnet and mouth cover for food servers and cook.</li> <li>4.3. Should be courteous and ready to attend to the needs of the participants if requested.</li> </ol> </li> <li><b>5. Kitchen</b> <ol style="list-style-type: none"> <li>5.1. Clean and with good structure and location.</li> </ol> </li> <li><b>6. General</b> <ol style="list-style-type: none"> <li>6.1. Approved firefighting appliances</li> <li>6.2. Properly designed system for garbage disposal</li> <li>6.3. Fire and emergency services displayed.</li> <li>6.4. Generator in case of power interruption</li> </ol> </li> <li><b>7. Location</b> <ol style="list-style-type: none"> <li>7.1. Within the CBD of Baguio City or at least 2-3 kilometers away from the CBD with accessible PUJs.</li> </ol> </li> <li><b>8. Menu</b> <ol style="list-style-type: none"> <li>8.1. Best seller in house menu</li> <li>8.2. Should be a mixture of fish, beef, pork and chicken and fresh Baguio or lowland vegetables</li> <li>8.3. Dessert should be seasoned fruits</li> <li>8.4. Flowing coffee, tea, chocolate drinks and fresh extracted fruit juice, with brown sugar and creamer/milk.</li> <li>8.5. Snacks should not be very heavy like pasta or bread.</li> <li>8.6. Provide finger foods in the afternoon as additional for PM snacks.</li> </ol> </li> </ol>		
<b>APPROVED BUDGET FOR THE CONTRACT</b>		<b>171,000.00</b>