



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.: 2020-02-036
Quotation No.: 2020-01-038
Date: February 7, 2020
ABC: 506,000.00

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 February 14, 2020.

J. Sannad
JULIET C. SANNAD

Chief- Curriculum Implementation Division
Chairman, Bids and Awards Committee

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. 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.

POSTED IN PHILGEPS

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
1	230	Pax	Snacks (AM and PM) (3 Days)		
2	230	Pax	Lunch (3 days)		
3	230	Pax	Dinner (1 day)		
			Inclusive Dates (May 3-5, 2020)		
			<p>Specifications:</p> <p>*Hotel with function hall that can accommodate 230 pax with the following specifications:</p> <p>*4 Microphones, laptop and LCD, functional sound system with tables and chairs for workshop</p> <p>*4 rooms for breakout sessions with laptops and functional sound system</p> <p>*snacks should be healthy more on fruits, vegetables and pure fruit juices</p> <p>*Lunch and dinner served with drinks and soup in house menu should be a mixture of chicken, beef/pork and fish with vegetables</p> <p>*Dessert: fruit or fruit salad</p>		

			*Overflowing coffee and tea		
			*Candies and finger foods shall be served during afternoon sessions		
				TOTAL	
Purpose: Meals and snacks for the conduct of Convergence of SDO Baguio city Non- Teaching Employees					

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

Signature over Printed Name

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Date/Telephone No.

Canvassed by: