



## 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.: 2020-01-001
Telephone No.:	Quotation No.: 2019-07-363
e-Mail:	Date: January 2, 2020
Date received by the Supplier:	ABC: 234,000.00

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 January 31, 2020.

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

**REQUIREMENTS:**

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

POSTED IN **PHILGEPS**

**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	130	Pax	Breakfast (3 Days)		
2	130	Pax	Lunch (3 Days)		
			*See attached document		
				<b>TOTAL</b>	

Date of Event: April 15 to 17, 2020  
 Purpose: Meals and Venue for RPMS Rollout

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

### Division Rollout on Results- Based Performance Management (RPMS) Tools Using the Next 12 Priority Indicators April 15-17,2020

#### 1. Toilet and Sanitary Facilities

- 1.1. Adequate supply of hand soap and toilet paper.
- 1.2. To be cleaned daily at least with air freshener

#### 2. Building Structure/Internet Connection

- 2.1. With adequate parking lot.
- 2.2. Strong and continuous internet connectivity.

#### 3. Function Hall

- 3.1. Two function halls that can accommodate 65 pax each with sound proofing and stage.
- 3.2. With tables and chairs comfortable enough for whole day activity.
- 3.3. Well lighted and ventilated.
- 3.4 With LCD, stage with podium and at least three functional microphones with battery supplies good for four days.
- 3.5. Stage with podium, table, flower, plants and good functional sound system
- 3.6. Tarpaulin with the title of the program, size 8 x 5
- 3.7. With elevator and enough ventilation

#### 4. Management or Personnel

- 5.1. At least three persons trained and capable of supervising the services provided.
- 5.2. Staff should have valid health certificates, neat and clean with uniform, hairnet and mouth cover for food servers and cook.
- 5.3. Should be courteous and ready to attend to the needs of the participants if requested.

#### 5. General

- 7.1. Approved firefighting appliances
- 7.2. Properly designed system for garbage disposal
- 7.3. Fire and emergency services displayed.
- 7.4. Generator in case of power interruption

#### 6. MENU (flowing coffee and tea, juice, water) Hot choco to be served during breakfast

Day 1	Day 2	Day 3
<b>Breakfast (served with plain and fried rice)</b> Chicken sausage Dried fish Egg omelet with cheese and tomatoes Hot pandesal (with butter/cheese) Dessert: Seasoned fruits	<b>Breakfast (served with rice)</b> Sausage Red egg Boiled okra with fresh tomatoes Fried eggplant Boiled or fried saba Dessert: Seasoned fruits	<b>Breakfast (served with rice)</b> Fried bangus Fresh sliced tomatoes with green mangoes boiled egg Hot pandesal with spread Dessert: Seasoned fruits
<b>Lunch (served with plain rice)</b> Bulalo (with vegetables) Fried tilapia Chicken adobo with pine apple Dessert: Seasoned fruits	<b>Lunch (served with plain rice)</b> Grilled chicken (whole leg) Beef ampalaya Sinigang na Bangus Fresh Vegetable salad with dressing  Dessert: Seasoned fruits	<b>Lunch (served with plain rice)</b> Beef karekare Fried tilapia (medium size) Mushroom soup Pipino salad Dessert: Seasoned fruits