



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.: 2020-10-221
Quotation No.: 2020-08-186
Date: November 5, 2020
ABC: 34,650.00

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 11, 2020.


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.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	77 with buffet for 5 pax	Pax	AM Snacks		
2	77 with buffet for 5 pax	Pax	Lunch		
3	77 with buffet for 5 pax	Pax	PM Snacks		
			*Please see attached specifications		
				TOTAL	

Purpose: Procurement of meals and snacks for the conduct of 22nd knowledge sharing series promoting GAD responsive governance during the pandemic A conversation with school faculty club presidents

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

TITLE OF ACTIVITY: 22nd Knowledge Sharing Series via Face to face

NUMBER OF PARTICIPANTS: 77 pax

VENUE: DO Training Center

Date of Conduct: November 19, 2020

Menu:

AM Snacks	PM Snacks	Lunch (served at 11:30 AM)
Burger, french fries with hot choco drinks /coffee	Newly cooked Spaghetti, French fries soft drinks	2 pieces fried chicken with gravy Drinks- 8 oz. water, soft drinks/bottled juice Dessert- fruit pie or fruit bowl

Management or Personnel

1. Personnel trained and capable of supervising the services provided.
2. Staff should have valid health certificates indicating that they are COVID free, should be neat and clean with uniform and hairnet.
3. Should be courteous and ready to attend to the needs of the participants if requested.
4. Staff must be fully geared with facemask, face shield, gloves or PPE (if available).

Beverage:

Snacks

1. Brewed coffee and tea for 77 pax
2. Coffee should be with creamer and brown sugar/muscovado.
3. Bottled juice for 77 pax.
4. With buffer for 5 pax

Lunch

1. 8 oz. bottled mineral water, 8 oz. soft drinks, with buffet for 5 pax

Meals and Snacks:

1. Snacks should be packed
2. Lunch is served hot, following the menu, fresh and hot.
3. Should be with complete condiments (gravy should be hot with extra)
4. Of good quality and quantity. Should be fresh. Meat should not be frozen for a long time.

Utensils:

1. Plates should be clean/dry and spoons should be sterilized (wrapped if plastic spoons)
2. With table napkins

Prepared:



JOVELYN PETRA T. BALANTIN
SEPS-HRD