



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.: 2020-12-338
 Quotation No.: 2020-08-308
 Date: December 21, 2020
 ABC: 16,000.00

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 12-23-2020.


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	40	Pax	Two snacks and one lunch		
			*Please see attached specifications		
				TOTAL	

Purpose: Meals and snacks for the launching of the 2021 to 2023 HRDM plan

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: Launching of the 2021-2023 HRMD Plan

NUMBER OF PARTICIPANTS: 40 pax

VENUE: DO Training Center

Date of Conduct: February 18, 2020

Menu:

Date	AM Sacks (served at 9:30)	PM snacks	Lunch (served at 11:30 AM)
August 4	Carrot, strawberry or banana cake (2 layers at 3" x 2" in size) with bottled fruit juice	Cassava cake with coffee or tea	2 pieces fried chicken (150 grams) Sinigang na hipon with vegetable 8 oz. mineral water (bottled) Desert: Seasoned fruits (individually packed in a plastic/paper 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 participants at the Training Center (40 pax)
2. Coffee should be with creamer and brown sugar/muscovado.

Lunch

1. 8 oz bottled mineral water

Meals and Snacks:

1. Snacks should be packed
2. Lunch is served hot, following the suggested menu. (food good for 40 pax to be served at the training center and the 40 pax will be packed using paper packs)
3. Use of natural spices is advised and avoid too much msg.
4. Should be with complete condiments.
5. Of good quality and quantity. Should be fresh. Meat should not be freezed for a long time.

Utensils:

1. Plates should be clean/dry and spoons should be sterilized
2. With table napkins

Prepared:


JOVELYN PETRA T. BALANTIN

SEPS-HRD