



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.: 2020-12-336  
 Quotation No.: 2020-08-309  
 Date: December 21, 2020  
 ABC: 22,400.00

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	56 with buffet for 3 pax	Pax	Two snacks and one lunch		
			*Please see attached specifications		
				<b>TOTAL</b>	

Purpose: Meals and snacks for the conduct of 2020 year end performance review for SGOD

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: 2020 YEAREND PERFORMANCE REVIEW FOR SGOD PPAs

NUMBER OF PARTICIPANTS: 56 pax

VENUE: DO Training Center

Date of Conduct: January 12, 2020

### Menu:

AM Snacks	PM Sacks	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. Hot Choco and tea for 56 pax
2. Bottled juice for 56 pax.
3. With buffer for 2 pax

#### Lunch

1. 8 oz. bottled mineral water, 8 oz. soft drinks, with buffer for 2 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 freezed 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