



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: SGOD
 PR No.: 2021-01-014
 Quotation No.: 2021-01-013
 Date: January 29, 2021
 ABC: 72,000.00

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 8, 2021.


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	90 pax each day (2 days)	Pax	2 AM Snacks		
2	90 pax each day (2 days)	Pax	2 Lunch		
			*Please see attached specifications		
				TOTAL	

Purpose: Procurement of meals and snacks for the conduct of TIP Inductees colloquium awarding of completers

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: TIP INDUCTEES COLLOQUIUM/AWARDING OF CERTIFICATES OF COMPLETERS

NUMBER OF PARTICIPANTS: 90 pax

VENUE: DO Training Center

Date of Conduct: March 16, 2021

Menu: (with a buffer good for 5 pax)

AM Snacks	AM Sacks	Lunch (served at 11:30 AM)
Day 1- Carrot cake (4 inches tall Width- 4 inches Length -6 inches Served with coffee, tea with creamer and brown sugar	Day 2- Cassava cake with sliced fruits Served with coffee, tea with creamer and brown sugar	Day 1- Main dish- chicken inasal (whole leg) Soup- sinigang na hipon with lowland vegetables Dessert- bananas Day 2 Main dish- Fried bangus (boneless) Soup- beef with vegetables Dessert: Fruit pie Drinks- 8 oz. water, soft drinks/bottled juice

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).
5. Served in assisted buffet

Beverage:

Snacks

1. Brewed coffee and tea for 90 pax
2. Coffee should be with creamer and brown sugar/muscovado.
3. Bottled juice for 90 pax.

Lunch

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

Meals and Snacks:

1. Lunch is served hot, following the menu, fresh and hot.
2. Should be with complete condiments (gravy should be hot with extra)
3. 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