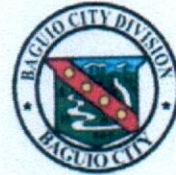




Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
DIVISION OF BAGUIO CITY
 #82 Military Cut-Off, Baguio City



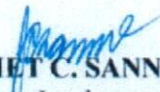
REQUEST FOR QUOTATION

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.: 2021-02-037
 Quotation No.: 2021-02-037
 Date: February 23, 2021
 ABC: 80,000.00

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 March 3, 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	100	Pax	1 meal and 2 snacks for 3 days		
			*Please see attached specifications		
			TOTAL		

Purpose: Procurement of meals and snacks for the conduct of division rollout on Philippine professional standard for school heads and supervisors

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 Philippine Professional Standards for School Heads and Supervisors

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

- 2.1. With adequate parking lot.

3. Function Hall

- 3.1. Two function halls that can accommodate 50 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
AM Snacks Carrot cake Sliced fruits	AM Snacks Pancit Boiled saba	AM Snacks Ube cheese pandesal Sliced fruits
Lunch (served with plain rice) Fried boneless bangus Bulalo (with vegetables) Dessert: cake brownies	Lunch (served with plain rice) Grilled chicken (whole leg) Sinigang na Bangus Fresh Vegetable salad with dressing Dessert: Seasoned fruits	Lunch (served with plain rice) Beef karekare Fisf fillet Mushroom soup Dessert: Seasoned fruits
PM Snacks (served with nuts or chips and canned juice) Chicken Sandwich	PM Snacks (served with nuts or chips and canned juice) Packed banana bread or carrot cake	PM Snacks (served with nuts or chips and canned juice) Hamburger with vegetable

Prepared:  JOVELYN PETRA T. BALANTIN