



**Republic of the Philippines**  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

**REQUEST FOR QUOTATION**

Standard Form No.: SF-GOOD-60  
 Revised on: May 24, 2004  
 Standard Form Title: Request for Quotation

Supplier:	Requesting Unit: SGOD/J. Balantin
Address:	PR No.: 2022-10-262
Telephone No.:	Quotation No.: 2022-11-239
e-Mail:	Date: November 4, 2022
Date received by the Supplier:	ABC: 120,000.00

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 November 14, 2022 @ 9am

*[Signature]*  
**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 x 2 Days	Pax	With training venue that can accommodate 100 pax please refer to attached technical specifications for meals and venue  AM Snacks (best seller in house menu for snacks)  Lunch (best seller in house menu for lunch)  PM Snacks (best seller in house menu for snacks)		
				<b>TOTAL</b>	

Purpose: Procurement of meals and snacks during the conduct of Division training on CSC rules on administrative cases on November 22 to 23, 2022



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City  
 Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbagueocity@gmail.com  
 Website: www.depedpines.com | Facebook Page: facebook.com/DepedTayoBaguioCity



ISO 9001:2015 Certified  
 Quality Management System  
 CRN RU-19.2560.026  
 Issued on 12/27/2019





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REQUEST FOR QUOTATION

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:

Item No.	Qty	Unit	Description	Unit Price	Total Price
	100	Days	AM Snacks (best seller in house menu for snacks)		
			1 lunch (best selling house menu for lunch)		
			PM Snacks (best selling house menu for snacks)		



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Website: [www.dcpedpines.com](http://www.dcpedpines.com) | Facebook Page: [facebook.com/DepedTayoBaguioCity](https://www.facebook.com/DepedTayoBaguioCity)



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**TECHNICAL SPECIFICATIONS**

TITLE OF ACTIVITY: Division Training on CSC Rules on Administrative Cases  
DATE OF CONDUCT: November 21-23, 2022  
PARTICIPANTS: 100 School Leaders  
VENUE: To be Arranged

Menu:

1. Best seller in house menu for lunch
2. Best seller in house menu for snacks
3. Ala carte Filipino food –Halal
4. Assisted buffet with buffer good for 10 pax.
5. Meat should be fresh. Frozen food is not allowed.
6. Fresh vegetables and fruits.
7. Hot soup (mushroom, egg drop soup or fish/shrimp sinigang)
8. Complete Condiments
9. All meals should not be added with too much msg.

Beverages:

1. Flowing coffee and tea.
2. Fresh fruit juice (no soft drinks)
3. Hot and cold flowing water

Servers/Restaurant Staff:


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.

Venue:

1. Good room lighting with plenty of sunlight with blinds to block out if required
2. With strong internet connectivity
3. With tables and chairs
4. Access to public transport
5. Well ventilated
6. Provision of tarpaulin (size 5 x 6)
7. Spacious –can accommodate 100 pax with 2 comfort rooms (separate male and female CR)

Others: With business permit, PhilGEPS, Omnibus sworn statement

Prepared:

  
JOVELYN T. BALANTIN