



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

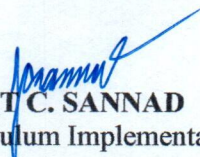
**REQUEST FOR QUOTATION**

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

Supplier:  
 Address:  
 Telephone No.:  
 e-Mail:  
 Date received by the Supplier:

Requesting Unit: OSDS/B. Tomin  
 PR No.: 2022-11-265  
 Quotation No: 2022-11-235  
 Date: November 3, 2022  
 ABC: 256,000.00

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 10, 2022 29am

  
**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	40	Pax	Day 0 (November 23, 2022) Lunch PM Snacks Dinner Lodging		
2	40	Pax	Day 1 (November 24, 2022) 3 Meals (breakfast, lunch, dinner) 2 Snacks (am and pm) Lodging		
3	40	Pax	Day 2 (November 25, 2022) 3 Meals (breakfast, lunch, dinner) 2 Snacks (am and pm) Lodging		
4	40	Pax	Day 3 (November 26, 2022) Breakfast Snack (am)		

"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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		Lunch	
		*In-house menu *Please see attached terms of reference/specifications	
			<b>TOTAL</b>

Purpose: Procurement of board and lodging with venue during the conduct of FS budget division year end assessment and planning workshop for FY 2023 for DepEd Central Office

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
1	40	px	Day 0 (November 23, 2023) Lunch PM Snacks Travel Lodging		
2	40	px	Day 1 (November 24, 2023) 3 Meals (breakfast, lunch, dinner) 2 Snacks (am and pm) Lodging		
3	40	px	Day 2 (November 25, 2023) 3 Meals (breakfast, lunch, dinner) 2 Snacks (am and pm) Lodging		
4	40	px	Day 3 (November 26, 2023) breakfast		

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**Specifications:**

**A. Training Venue**

1. One table for registration/secretariat
2. 1 plenary room big enough to fit the intended attendees while maintaining, social distance and adhering to the health regulations,
3. Back-up for laptop and projector,
4. A good audio setup with at least three microphones and a backup operator,
5. High-speed and reliable internet access that can support everyone's online activity and job-related responsibilities (e.g. virtual meetings thru different platforms and online apps such as google sheet, docs and emails),
6. Extension cords,
7. Provision of special menu for those with food preferences.

**B. Room Accommodation**

Only the required number of people should occupy the space; for example, if the room can hold two people, only two people should be accommodated. However, if the accommodation has appropriate capacity for additional guests, just one more person should be permitted in addition to the permitted number of occupants.

**C. Other:**

1. Free flowing coffee, tea, and water at the function rooms,
2. Buffet breakfast, lunch, and dinner. Meals for lunch must be choice of chicken, fish/shrimp, pork/beef, vegetables with desserts,
3. AM snack and PM snack also should be also be served for the participants,
4. Accommodation and provision of food for the advance party/secretariat,
5. Providing essential health supplies and equipment, such as alcohol, hand sanitizer, tissue, and a thermometer.
6. In case of emergency, medical supplies and assistance must be available.