



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: SGOS/E. Cabuag  
 Address: PR No.: 2022-12-308  
 Telephone No.: Quotation No: 2022-12-291  
 e-Mail: Date: December 12, 2022  
 Date received by the Supplier: ABC: 805,000.00

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 December 16, 2022 @ 9am

*Juliet C. Sannad*  
**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	26	Pax	DECEMBER 22, 2022 AM Snack: Cassava slice, pineapple juice in can Lunch: soup, Grilled quarter leg chicken, Beef Kare-kare, steamed rice, 1pc big Apple, 500ml bottled water PM Snack: Cheeseburger, with beef patty and egg, with sweet potato sticks, juice in can, 220ml  *with free-flowing coffee, water station, lemon grass tea, and with complete condiments Delivery Venue: 3rd Floor SDO Training Hall Set-up: Individually packed		

"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: depedbaguioicity@gmail.com  
 Website: www.depedpines.com | Facebook Page: facebook.com/DepedTayoBaguioCity



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



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2	440	Pax	<p>DECEMBER 23, 2022</p> <p>AM Snack: Cheeseburger with beef patty and egg, with sweet potato sticks, juice in can, 220ml</p> <p>Lunch: Soup, 5 slices chicken cordon bleu, Boneless Bangus, medium sized and cut and served lengthwise, pinakbet, with sliced tomatoes and onions, rice, 2 pcs banana, 500ml bottled water</p> <p>PM Snack: 2 pcs special ensaymada, bottled juice</p> <p>*with free-flowing coffee, water station, lemon grass tea, and with complete condiments</p> <p>Delivery Venue: Baguio Central School Set-up: Assisted buffet</p>		
3	440	Pax	<p>DECEMBER 26, 2022</p> <p>AM Snack: Cheese burger with 6-8 pcs potato wedges, 500ML bottled water</p> <p>Lunch: Soup, Beef broccolli, fried quarter leg chicken, boiled vegetable sticks (carrots, potato, mushroom, baguio beans, bell pepper), steamed rice, 2 pcs medium sized Orange, 500ML bottled water</p> <p>PM Snack: 2 pcs Toasted siopao, juice in can</p> <p>Delivery Venue: Please refer to attached Venue Matrix Set-up: Individually packed with water stations per locations</p>		
4	440	Pax	<p>DECEMBER 27, 2022</p> <p>AM Snack: 6' Submarine sandwich sandwich with 4-6 pcs chicken nuggets, bottled flavored juice</p> <p>Lunch: Soup, Beef afritada, 1 pc medium sized fried tilapia with atchara, stir fried vegetable, steamed rice, 2 pcs sliced mango cheek, 500ML bottled water</p> <p>PM Snack: 2 pcs assorted sliced bread, bottled flavored juice</p> <p>Delivery Venue: Please refer to attached Venue Matrix Set-up: Individually packed with water stations per locations</p>		



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			<p style="text-align: center;"><b>TECHNICAL SPECIFICATIONS:</b></p> <ol style="list-style-type: none"> <li>1. Supplier is preferably within Baguio City due to the following reason/s:             <ul style="list-style-type: none"> <li>• Distance of the different venues on Days 3 &amp; 4</li> <li>• To ensure that food is served hot and fresh</li> <li>• To establish better and faster communication</li> </ul> </li> <li>2. Must have staff in proper and complete uniform during the delivery and in assisting the buffet area</li> <li>3. Must have vehicle or shuttle services to deliver to various outdoor locations</li> <li>4. Venue rentals will be charged to the supplier.</li> <li>5. Must be able to comply with the time specified:             <ul style="list-style-type: none"> <li>• Coffee Stations/ Refreshments – available at 6:30AM</li> <li>• AM Snack – distribution at 9:30AM</li> <li>• Lunch – starts at 12:00NN for the buffet</li> <li>• Lunch - 11:30AM for delivery to various locations</li> <li>• PM Snack – distribution at 2:30PM</li> </ul> </li> <li>6. Supplier must submit the following pictures for compliance             <ul style="list-style-type: none"> <li>• Name and designations of staff</li> <li>• Vehicle plate number and OR/CR</li> <li>• Cooking area, utensils, and condiments</li> </ul> </li> <li>7. With refreshment refills (coffee, lemon grass tea, milo and mineral water) for the Day 1 and Day 2</li> <li>8. Can maintain the cleanliness, freshness and temperature of the food served</li> <li>9. must be compliant to the city Ordinance No. 35-2017 entitled "The Plastic and Styrofoam-Free Baguio Ordinance" and with compliance to "No Plastic packaging" and with proper garbage management process</li> </ol>		
			<b>TOTAL</b>		

**Purpose: Procurement of meals and snacks for the conduct of Division rollout on the national refresher course for DepEd coaches on the return to sports on December 22-23 and 26-27, 2022**

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After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Signature over Printed Name

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Date/Telephone No.

Canvassed by:



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