



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.: 2023-05-096  
 Telephone No.: Quotation No.: 2023-06-114  
 e-Mail: Date: June 1, 2023  
 Date received by the Supplier: ABC: 252,000.00

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 June 7, 2023 @ 9am.

POSTED IN PHILGEPS

*J. 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 if above 50,000.00

**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.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	70	Pax	Meals and snacks inclusive of a venue		
			*See attached technical specifications and other details		
				<b>TOTAL</b>	

Purpose: Procurement of meals and snacks inclusive of venue for induction program for beginning teachers/LAC session for TIP mentors on August 17 to 18, 2023 and September 12 to 15, 2023





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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

\_\_\_\_\_  
Tin

\_\_\_\_\_  
Date/Telephone No.

Canvassed by:

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
1	70	Pax	Meals and snacks inclusive of a venue *see attached technical specifications and other details		
<b>TOTAL</b>					



## TECHNICAL SPECIFICATIONS

Title: Induction Program for Beginning Teachers/LAC Session for TIP Mentors  
Inclusive Dates: August 17-18, September 12-14, 2023  
Venue: TBA  
Participants: TIP Mentors, newly -hired teachers

### Menu:

Menu is served with flowing coffee and tea with sugar and creamer  
Best Seller in house menu  
With a buffer for good for five pax

### Management or Personnel

1. Personnel trained and capable of supervising the services provided.
2. 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 especially when serving.

### Food and Snacks:

1. With 8oz bottled water for lunch
2. Lunch is served hot, following the menu.
3. Should be with complete condiments.
4. 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

### Venue:

1. 70 to 100 pax capacity
2. With tables, chairs and strong internet connectivity
3. With LCD projector
4. Well ventilated
5. At least accessible to PUJ/Taxi.
6. With enough parking space.

Note: Provide complete procurement documents attached with the RFQ.

Prepared:



**JOVELYN PETRA T. BALANTIN**  
SEPS-HRD