



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
DISTRICT V

**CRYSTAL CAVE ELEMENTARY SCHOOL**  
Bakakeng Central, Baguio City

RFQ FORM



**REQUEST FOR QUOTATION**

Supplier:	Requesting Unit: CRYSTAL CAVE E/S
Address:	PR No.: 2023-08-028
Telephone No.:	Quotation No.: 2023-08-028
e-Mail:	Date: September 1, 2023
Date received by the supplier:	ABC: 73,800

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

September 6, 2023

*Rachel S. Dugas*  
**RACHEL S. DUGAS**

School BAC Chairman, Bids and Awards Committee

**REQUIREMENTS:**

- 1 Mayor's/Business Permit
- 2 PhilGEPS Registration number or certificate
- 3 Income/Business Tax Return
- 4 Omnibus Sworn Statement

**Note:**

- ✓ Submit RFQ together with the requirements
- ✓ All entries must be typewritten or legibly written
- ✓ Indicate brand and model of item offered
- ✓ Delivery period within \_\_\_\_\_ calendar days
- ✓ Price validity shall be for a period of 30 calendar days

**POSTED IN PHILGEPS**

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
			Board and lodging		
1	18	pax	Day 0 (September 22, 2023)		
			PM Snack		
			Dinner		
			Lodging		
2	18	pax	Day 1 (September 23, 2023)		
			Breakfast		
			AM Snack		
			Lunch		
			PM Snack		
			Dinner		
			Lodging		
3	18	pax	Day 2 (September 24, 2023)		
			Breakfast		
			AM Snack		
			Lunch		
			PM Snack		
			*Additional requirements:		
			1. one function hall good for 18 participants, airconditioned with free strong internet connection and lcd projector		
			2. in house menu provided that it is a 3-dish menu (fish, meat, vegetable) with soup and dessert		
			3. with free flowing brewed coffee, tea, water and milk		

			4. Room accommodations: airconditioned rooms good for sharing with at least 3-4 persons per room (Outside Baguio City)		
<b>TOTAL</b>					
Purpose: Procurement of board and lodging with meals and snacks for the conduct of Capacity Building on Disaster Risk Reduction Management and Writeshop on Confingency Planning					

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Printed Name & Signature

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Business Name

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Address

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TIN

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VAT OR NON-VAT

CANVASSED BY: