



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
DISTRICT 5
DONTOGAN ELEMENTARY SCHOOL
REQUEST FOR QUOTATION

Supplier: _____
 Address: _____
 Telephone No.: _____
 e-Mail: _____
 TIN: _____

Requesting Unit: Dontogan Elementary School
 PR No.: 2024-01-0001
 Quotation No.: 2024-01-0001
 Date: January 11, 2024
 ABC: Php 52,500.00

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 **January 15, 2024 @ 9:00 AM.**

POSTED IN PHILGEPS

LEEANN C. NEAD
 Chairperson, Bids and Awards Committee

REQUIREMENTS: 1. Mayor's / Business permit 2. PhilGEPS registration number or certificate 3. Omnibus Sworn Statement (for ABC above 50K) 4. Income/Business Tax Return (for ABC above 500K)	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 <u>7</u> Calendar Days. ✓ Price validity shall be for a period of <u>30</u> Calendar Days.
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Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1			Meals and snacks for the 5-day Mid-Year Program Review and Evaluation (MPRE) on January 24-26, 29-30, 2024		
	35	pax	Day 1: AM snacks, lunch, PM snacks		
	35	pax	Day 2: AM snacks, lunch, PM snacks		
	35	pax	Day 3: AM snacks, lunch, PM snacks		
	35	pax	Day 4: AM snacks, lunch, PM snacks		
	35	pax	Day 5: AM snacks, lunch, PM snacks		
			Additional Requirements:		
			* In-house menu (to be attached in the RFQ)		
			* With free-flowing brewed coffee (w/ creamer & sugar), tea, drinking water refills, paper cups, stirrers, and tissue		
			* Meals & snacks must be individually packed for easier distribution		
			* Must maintain cleanliness and freshness of food		
			* Must be compliant to City Ordinance No.: 35-0217		
			* Must be delivered at Dontogan Elementary School		
			* Delivery time:		
			Coffee station/refreshments: 7:15 AM		
			AM snacks: 9:45 AM		
			Lunch: 11:45 AM		
			PM snacks: 2:45 PM		
			TOTAL		

Purpose: Procurement of meals and snacks for the conduct of the 5-day MPRE at Dontogan Elementary School for SY 2023 - 2024

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

 Tel. No. / Date

Canvassed by:



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Facebook page: facebook.com/DepEd Tayo Dontogan ES