



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

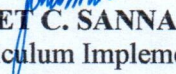
REQUEST FOR QUOTATION

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: SGOD/J. Balantin
 PR No.: 2022-11-278
 Quotation No: 2022-11-263
 Date: November 23, 2022
 ABC: 84,000.00

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 29, 2022 2:00pm


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	70	Pax	With training venue that can accommodate 70 pax Please refer to attached technical specifications for meals and venue		
				TOTAL	

Purpose: Procurement of meals, snacks and venue for the conduct of project MAESTRA on financial literacy series 2 batch 2 on February 18 and March 14, 2023



"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: depedbaguio@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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REQUEST FOR QUOTATION

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:

 Division
 Chairman, Bids and Awards Committee

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
1	70	box	With training venue that can accommodate 70 pax Please refer to attached technical specifications for meals and venue		
TOTAL					



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TECHNICAL SPECIFICATIONS

Title: PROJECT MAESTRA (Maximizing Applicable, Effective Strategies and Techniques for Replicability of Teaching Approaches) –Series 2-Batch 2
Sub-title: Ensuring Healthy Lives and Promoting Well-being of Teachers through Project MAESTRA on Financial Literacy
Theme: Build your future, be money smart
Inclusive Dates: February 18, March 4, 2023.
Venue: TBA
Participants: 60 Teachers
5 Support Staff/Speakers
5 Management
Total: 70

Menu:

1. Best seller in house menu for lunch
2. Best seller in house menu for snacks
3. Ala carte Filipino food –Halal
4. Assisted buffet with buffer good for 10 pax.
5. Meat should be fresh. Frozen food is not allowed.
6. Fresh vegetables and fruits.
7. Hot soup (mushroom, egg drop soup or fish/shrimp sinigang)
8. Complete Condiments
9. All meals should not be added with too much msg.

Beverages:

1. Flowing coffee and tea.
2. Fresh fruit juice (no soft drinks)
3. Hot and cold flowing water

Servers/Restaurant Staff:


1. Personnel trained and capable of supervising the services provided.
2. Staff should have valid health certificates indicating that they are COVID free, 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.

Venue:

1. Good room lighting with plenty of sunlight with blinds to block out if required
2. With strong internet connectivity
3. With tables and chairs
4. Access to public transport
5. Well ventilated
6. Provision of tarpaulin (size 5 x 6)
7. Spacious –can accommodate 70 pax with 2 comfort rooms (separate male and female CR)

Others: With business permit, PhilGEPS, Omnibus sworn statement

Prepared:


JOVELYN T. BALANTIN