



**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/C. Bangse-il
Address:	PR No.:2024-07-122
Telephone No.:	Quotation No.: 2024-07-167
e-Mail:	Date: July 19, 2024
Delivery Period:	ABC: 270,000.00
Date Received by the Supplier:	

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 July 30, 2024 @ 9:00 am.

**Failure to submit this on or before the due date aforstated will be a ground for disqualification.**

**CARMEL E. MERIS**

OIC-Assistant Schools Division Superintendent  
 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
4. Income/Business Tax Return 500,000.00 and above

**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	45	Pax	Meals and snacks Accommodation, function hall with AVP equipment for 3 days <b>at Region 18:</b> Day 0: Arrival and registration with dinner Day 1: Activity proper with breakfast to dinner Day 2: Activity proper with breakfast to dinner Day 3: Activity proper withy breakfast to PM Snack August 20-23, 2024		
			*Please see attached additional requirements		
			<b>TOTAL</b>		

Purpose: Procurement of meals and snacks with venue and accommodation for the conduct of public service continuity plan on August 20-23, 2024





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

---

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:



Address: 82 Military Cut-off Road, Baguio City  
Telephone/Fax: (074) 442-4326 / (074) 442-7819 | Email: [baguio.city@deped.gov.ph](mailto:baguio.city@deped.gov.ph)  
Website: [www.depedpines.com](http://www.depedpines.com) | Facebook Page: [facebook.com/DepEdTayoBaguioCity](https://facebook.com/DepEdTayoBaguioCity)

"DepEd SDO Baguio City:

*We Serve,  
We Care.*"



**PURCHASE REQUEST**  
**Department of Education**  
**Cordillera Administrative Region**  
**Division of Baguio City**



**TERMS OF REFERENCE**

Bidder should have enough space in the function hall for 60pax with tables for workshops.

Bidder should have a functional Equipment for Audio Visual Presentations (AVP) with atleast 4 functional microphones.

Bidder should have strong internet connection in the function hall and in the room accommodations.

Bidder should be willing to adjust the number of participants in case a participant has an emergency and the cannot attend. The Bidder should be willing to bill according to actual cost when the number of pax will be reduced in the second day or the third day.

Beds are preferably not for sharing. If beds are for sharing, it should be wide enough to accommodate two person with separate blankets.

Final Date will be given upon the availability of the Resource Persons. The Winning bidder shall be notified if the tentative date will not be pursued. The winning bidder shall confirm the conduct of the meeting 10 days prior to the activity.

**MENU**

**Day 0**

Dinner: Rice, Soup, Fish/Meat, Fish/Meat, Vegetable, Fruit for Dessert, Fruit Juice

**Day 1**

Breakfast: Rice, Soup, Fish/Meat, Fish/Meat, Vegetable, Fruit for Dessert, Fruit Juice

AM SNACK: Native Delicacy with Fruit Juice

Lunch: Rice, Soup, Fish/Meat, Fish/Meat, Vegetable, Fruit for Dessert, Fruit Juice

PM SNACK: Native Delicacy with Fruit Juice

DINNER: Rice, Soup, Fish/Meat, Fish/Meat, Vegetable, Fruit for Dessert, Fruit Juice

**Day 2**

Breakfast: Rice, Soup, Fish/Meat, Fish/Meat, Vegetable, Fruit for Dessert, Fruit Juice

AM SNACK: Native Delicacy with Fruit Juice

Lunch: Rice, Soup, Fish/Meat, Fish/Meat, Vegetable, Fruit for Dessert, Fruit Juice

PM SNACK: Native Delicacy with Fruit Juice

DINNER: Rice, Soup, Fish/Meat, Fish/Meat, Vegetable, Fruit for Dessert, Fruit Juice

**Day 3**

Breakfast: Rice, Soup, Fish/Meat, Fish/Meat, Vegetable, Fruit for Dessert, Fruit Juice

AM SNACK: Native Delicacy with Fruit Juice

Lunch: Rice, Soup, Fish/Meat, Fish/Meat, Vegetable, Fruit for Dessert, Fruit Juice

PM SNACK: Native Delicacy with Fruit Juice

**Note:**

During the whole writeshop duration, water (hot and cold) and brewed coffee should be available.

For the Native Delicacy and Fruit Juice, it should not be the same snacks everyday. The same is true with the Meals.

**Purpose:** Procurement of Meals and Snacks, Accommodation, function hall with AVP Equipment for the conduct of Public Service Continuity Plan (PSCP) Writeshop Phase II - Development