



**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.:2024-08-210
Telephone No.:	Quotation No.: 2024-08-197
e-Mail:	Date: August 8, 2024
Delivery Period:	ABC: 150,000.00
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 August 19, 2024 @ 9am

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

For:

**CARMEL F. MERIS**

OIC-Assistant Schools Division Superintendent  
 Chairman, Bids and Awards Committee

Digitally signed by Niño M. Tibangay  
 Date: 2024.08.13 08:23:03 +08'00'

**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	300	Pax	Meals and snacks *Please see attached specifications		
				<b>TOTAL</b>	

Purpose: Procurement of meals and snacks for the conduct of 2024 teachers summit cum rewards and recognition on September 10, 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

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

Canvassed by:



### TECHNICAL SPECIFICATIONS

<b>Title:</b>	Conduct of 2024 teachers Summit Cum Awards Program
<b>Inclusive Dates:</b>	PFVR Building
<b>Venue:</b>	SHs, TWG, Selected DO personnel, Service Aw3ardees,
<b>Participants:</b>	Pammadayaw Awardees, AOs
<b>Total:</b>	300 participants

### MENU

AM snacks	Lunch ( assisted buffet)
Special carrot care (packed)  Flowing coffee with sugar and milk Tea with honey	Main dish: chicken inasal (quarter leg) Beef calderata  Soup: Mushroom Soup Vegetable: Chopsuey or vegetable salad Dessert: mixed fruits Drinks: Canned fruit juice  Flowing coffee with sugar and milk Tea with honey

#### Management or Personnel

1. Personnel trained and capable of supervising the services provided.
2. Staff should have valid health certificates, 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.
5. To provide tables and chairs with covers.

#### Food and Snacks:


1. With buffer for 10 pax to be served at the VIP table
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. No using of plastic spoons.
2. With table napkins

**Note: Provide complete procurement documents attached with the RFQ.**

Prepared:

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