



**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/A. Simangan
Address:	PR No.:2024-08-277
Telephone No.:	Quotation No.: 2024-09-229
e-Mail:	Date: September 6, 2024
Delivery Period:	ABC: 264,000.00
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 September 12, 2024 29am

**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

**NINO M. TIBANGAY**

BAC Vice-Chairperson

**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

POSTED IN PHILGEPS

**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.

Item No.	Qty.	Unit	Item Description	ABC	Unit Price	Total Price
1	40	Pax	<b>September 23, 2024</b> PM snacks and dinner	20,000.00		
	30	Pax	Lodging	24,000.00		
2	30	Pax	<b>September 24, 2024</b> Breakfast	6,000.00		
	40	Pax	AM Snacks	4,000.00		
	40	Pax	Lunch	16,000.00		
	40	Pax	PM Snacks	4,000.00		
	40	Pax	Dinner	16,000.00		
	30	Pax	Lodging	24,000.00		
3	30	Pax	<b>September 25, 2024</b> Breakfast	6,000.00		





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

	40	Pax	AM Snack	4,000.00		
	40	Pax	Lunch	16,000.00		
	40	Pax	PM Snack	4,000.00		
	40	Pax	Dinner	16,000.00		
	30	Pax	Lodging	24,000.00		
			<b>September 26, 2024</b>	6,000.00		
4	30	Pax	Breakfast			
	40	Pax	AM snacks	4,000.00		
	40	Pax	Lunch	16,000.00		
	40	Pax	PM snacks	4,000.00		
	40	Pax	Dinner	16,000.00		
	30	Pax	Lodging	24,000.00		
			<b>September 27, 2024</b>	6,000.00		
5	30	Pax	Breakfast			
	40	Pax	AM Snacks	4,000.00		
			<b>*SEE ATTACHED SPECIFICATIONS</b>			
					<b>TOTAL</b>	

Purpose: Procurement of board and lodging with meals and snacks and use of function hall/s for the conduct of the Revalida on the Barkada Kontra Bisyo on September 23, 2024 to September 27, 2024

*\* within 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:



**ROOM SPECIFICATIONS:**

**\*Standard check-in time: 2:00PM (Sept 23), check-out time: 12:00 Noon (Sept 27).**

\* Airconditioned rooms good for sharing with at least two (2) persons per room  
\*\*preferably TWIN BED; *if possible*, no bed sharing

\*Room for **3 VIPs** (3 rooms; 1 room each) on Sept 23-27, 2024

\*Room for **3 SPEAKERS** (3 rooms; 1 room each) on Sept 23-27, 2024

\* Fully air conditioned with televisions and free toiletries, 24 hours hot and cold shower and have strong unlimited internet wifi connection

**FUNCTION HALL:**

\*With internet / wi-fi access; (preferably atleast 100 mbps)

\*The venue should be well-lighted and air-conditioned functioning and well ventilated

\*Can accommodate atleast 40 participants

*NOTE: to be provided by the Hotel:*

\*Free use of Good Projectors (HDMI and VGA) with screen (2 set), Availability of Microphones, and sound system with a standby technical assistant during training. The visual projection must be at the center stage. Availability of extension wires/cords.

\*Set up of 5 Round/Rectangular tables for 8 pax only per table

\*Set up of separate 1 round table for VIPs and Speakers area for eating

\*Areas for the 1 managed/assisted buffets, drinks and condiments

\*Set-up of 2 rectangular tables at the entrance of the hall for registration/attendance purposes

\*Visibility of staffs for assistance in any matter/s needed in the venue.

**FOOD SPECIFICATIONS:**

\*\*Set-up of managed/assisted buffets w/ servers.

\*\*Area for Overflowing condiments

\*\*All meals should be served with any available (in-house) soup

\*\***FOR BREAKFAST:** (*preferably Filipino breakfast meals*)

\*\***FOR AM and PM Snacks:** Freshly cooked products (preferably Filipino snacks, ie: turon, suman/biko, bilo-bilo, champorado, etc)

\*\***FOR LUNCH AND DINNER:** 3 main dishes (choice of meat: chicken/pork/beef; vegetables & fish/squid/shrimp; soup, rice, desert (fruits/salad/pastry), drinks (refreshments, no carbonated drinks)

**NOTE:** free-flowing drinking water, brewed coffee (creamer/milk, brown sugar)

**Halal food for Muslim Participants. If Halal food is not available, a vegetarian meal, seafood, fish, chickens and beef is recommended.**