



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.: 2024-11-0031
 Quotation No.: 2024-11-0029
 Date: November 13, 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 **November 19, 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 7 Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

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 November 25-29, 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 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 2024 - 2025

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: _____



Address: Purok 2, Km. 6, Sto. Tomas Rd., Brgy. Dontogan, Baguio City
Telephone Number: (074) 422-5095
E-mail Address: dontoganes@gmail.com / 136384@deped.gov.ph
 DepEd Tayo Dontogan ES