



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.:2025-02-026
Telephone No.:	Quotation No.: 2025-02-030
e-Mail:	Date: February 12, 2025
Delivery Period:	ABC: 40,000.00
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 February 17, 2025 29am

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
5. PLEASE write the UNIT PRICE and TOTAL PRICE

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	Unit Price	Total Price
1	100 x 4 days	Pax	AM Snacks (Menu and specifications attached)		
				TOTAL	

Purpose: Procurement of snacks for the participants in the conduct of 2025 project INSPIRE on March 31, June 30, September 29 and December 1, 2025



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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

Menu:

AM Snacks- buffet		No. of Pax 100 with buffer for 5 pax
Menu is served with flowing coffee and tea with sugar and creamer/milk		
Date	Menu	
March 31	1. Mami soup with 1 whole egg and complete condiments 2. Sliced fruits 3. Boiled saba 4. Puto	
June 30	1. Hot pandesal with 2 varieties of spread preferably cheese and any fruit jam 2. Stir fry bihon miki pancit 3. Guinataang bilo bilo	
September 29	1. Macaroni Soup 2. Strawberry or banana cake 3. Boiled camote/tugue	
December 1	1. Chicken aroscaldo with one whole egg each 2. Vegetable salad with garlic sauce 3. Hot Pandesal with 2 kinds of spread	

Management or Personnel

1. Personnel trained and capable of supervising the services provided.
3. Should be courteous and ready to attend to the needs of the participants if requested.
4. Staff must be neat and clean with mask when serving

Food and Snacks:


1. With flowing coffee and tea
2. With buffer for 5 pax
3. Snacks is served hot, following the menu.
4. Should be with complete condiments.
5. Of good quality and quantity. Should be fresh. Meat should not be frozen for a long time.

Utensils:

1. Plates should be clean/dry and spoons should be sterilized (wrapped if plastic spoons)
2. With table napkins

Note: Provide complete procurement documents attached with the RFQ.

Prepared:


JOVELYN PETRA T. BALANTIN
SEPS-HRD