



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:OSDS/N. EBANIO
Address:	PR No.:2025-04-075
Telephone No.:	Quotation No.: 2025-04-075
e-Mail:	Date: April 29, 2025
Delivery Period:	ABC: 90,000.00
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 May 6, 2025 @9:30 AM

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

**CARMEL F. 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.

Ite m No.	Qty.	Unit	Item Description	Unit Price	Total Price
			<b>VENUE INCLUSIVE OF MEALS AND SNACKS</b>		
1	75	Pax	<b>Day 1 - May 28, 2025 (Wednesday)</b> In house menu for AM Snacks, Lunch and PM Snacks		
2	75	Pax	<b>Day 2 - May 29, 2025 (Thursday)</b> In house menu for AM Snacks, Lunch and PM Snacks		



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			<b>***Additional Requirement</b> 1. Supplier should <u>attach list of menu</u> upon <u>submission of RFQ</u> ; and 2. <u>Function/Session Hall</u> a. Wide airconditioned hall for workshop with tables and chairs that can accommodate 75 pax with strong internet or WIFI connectivity; b. Functional sound system (2 microphones); c. Availability of technical staff and waiters during the entire training.		
				<b>TOTAL</b>	
Purpose: Procurement of venue inclusive of meals and snacks for the Division Training on Ease of Doing Support Services-Year 2 (OSDS-EDSS 2) on May 28-29, 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

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

Canvassed by: