



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/N. Tibangay
Address:	PR No.:2025-05-127
Telephone No.:	Quotation No.: 2025-05-126
e-Mail:	Date: May 30, 2025
Delivery Period:	ABC: 992,310.00
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 June 3, 2025 @ 9:30 AM

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



Digitally signed by Carmel Meris
 Date: 2025.05.30 16:48:58 +08'00'

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.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
			Meals and snacks from June 11-13, 2025		
1	682	pax	Day 1 June 11, 2025 AM Snacks, Lunch, PM Snacks		
2	682	pax	Day 2 June 12, 2025 AM Snacks, Lunch, PM Snacks		
3	682	pax	Day 3 June 13, 2025 AM Snacks, Lunch, PM Snacks		



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600

Telephone No.: (074) 665-1231

Email Address: baguio.city@depd.gov.ph

DepEd Tayo Baguio City

<https://depdpines.com>



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			***Please refer to the attached specification, requirements and term of reference		
				TOTAL	
Purpose: Procurement of Meals and Snacks for the Conduct of Revised K to 12 Curriculum Capacity Building Phase 2 on June 11-13, 2025 to be delivered at the SDO Baguio City School which will be coordinated during post qualification.					

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:



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600
Telephone No.: (074) 665-1231

Email Address: baguio.city@deped.gov.ph

DepEd Tayo Baguio City

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Day 1- Menu is served with hot choco, hot flowing coffee and tea with sugar and creamer, and water, With complete condiments

AM snacks	PM Snacks	Lunch (assisted buffet)
Hot pandesal with spread- 3 pieces each participant (choice of cheese, butter)	Carrot cake	Main dish: Pork tinuno, Chicken tenders, Chopsuey, Rice
Pancit (halal- chicken or seafood), bottled/canned juice	Size: 3 x 2 inches	Soup: Mushroom Soup
		Dessert: mixed fruits
		8 oz. bottled water
	(packed), bottled/canned Juice	

Day 2- Menu is served with hot choco, hot flowing coffee and tea with sugar and creamer, water, With complete condiments

AM snacks	PM Snacks	Lunch (assisted buffet)
Guinataang bilo bilo with langka	1. Vegetable salad (mixture of lettuce, cucumbers, beets, tomatoes) with garlic sauce)	Main dish: Beef ampalaya stir fry, Chicken adobo with pineapple, Grilled Tuna, rice
Nacho chips	2. cookies or toasted loaf bread	Soup: Sinigang na hipon
Bottled/Canned Juice	Bottled/Canned Juice	Dessert: Vegetable Salad w/ garlic sauce
		8 oz. bottled water

Day 3- Menu is served with hot choco, hot flowing coffee and tea with sugar and creamer, rice and water, With complete condiments

AM snacks	PM Snacks	Lunch (assisted buffet)
Fresh vegetable lumpia	Cassava Cake and Biko	Main dish: Fish fillet,
With peanut sauce	(packed)	Pork Menudo,
Bottled/Canned Juice	With finger food (chicaron)	Chicken chopsuey, Rice
		Soup: Sweet Corn soup
		Dessert: Orange
		8 oz. bottled water

Management or Personnel

1. 3 Personnel trained and capable of supervising the services provided per station and 10-12 staff to assist during service
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. 6 Food station should be provided to cater more or less 100 participants in each station.

Food and Snacks:

1. With 8oz bottled water for lunch
2. With buffer for 5 pax
3. Lunch 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 freezed for a long time.
6. Prepared for food tasting during the post-qualification.
7. 1 perculator (100 cups capacity) and 1 water dispenser per station
8. Food should be serves as follows:
 -AM Snacks: 10:30 AM
 -Lunch: 12:00 Noon
 -PM Snacks: 3:00 PM
9. All fresh ingredients, including meat, vegetables, and other necessary food items, must be thoroughly inspected
10. Drinking cups, condiments, and related supplies must be replenished regularly to ensure availability.
11. Food stations must be manned by designated staff at all times to maintain order, assist participants, and ensure cleanliness and safety.

Utensils:

1. Plates should be clean/dry and spoons should be sterilized. No using of plastic spoons.
2. With table napkins

Venue:

1. SDO Baguio City School to be coordinated during post qualification

Aftercare:

1. The caterer shall be responsible for maintaining cleanliness and ensuring proper disposal of all waste before, during, and after meal service.

Note: Provide complete procurement documents attached with the RFQ.