



**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.:2025-07-170
Telephone No.:	Quotation No.: 2025-07-170
e-Mail:	Date: July 29, 2025
Delivery Period:	ABC: 18,000.00
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 August 5, 2025 @ 9am

**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.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price	
1	30	Pax	<b>MEALS AND SNACKS WITH VENUE</b> -In house menu for meals and snacks -Venue/hall that can accommodate 30 pax			
			<b>***Note:</b> 1. Venue shall have the following: a. With proper ventilation; b. With internet connectivity of at least 100MBPS;			



**Address:** 82 Military Cutoff Rd, Baguio, Benguet, 2600  
**Telephone No.:** (074) 665-1231  
**Email Address:** baguio.city@deped.gov.ph



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			<ul style="list-style-type: none"> <li>c. With two (2) microphones and functioning clear sound system;</li> <li>d. With one (1) projector</li> </ul> <p>2. In house menu shall consist of the following:</p> <ul style="list-style-type: none"> <li>a. AM and PM healthy snacks</li> <li>b. Lunch: 2 viands, meat, fish/ vegetables, rice, seasoned fruit, soup **No pork, no crab</li> <li>c. With overflowing brewed coffee, drinking water, and lemon grass tea.</li> </ul> <p>3. Date of implementation will later be announced.</p>			
				<b>TOTAL</b>		
Purpose: Procurement of meals and snacks with venue on the conduct of fourth quarter SGOD MEA.						

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Signature over Printed Name

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Date/Telephone No.

Canvassed by:

