



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.: 2025-10-0015  
 Quotation No.: 2025-10-0015  
 Date: October 16, 2024  
 ABC: Php 63,000.00

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 **October 21, 2025 @ 9:00 AM.**

  
**LEANNA 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			<b>Meals and snacks for the Mid-Year Program Review and Evaluation (MPRE) on October 27-30, 2025</b>		
	35	pax	AM snacks		
	35	pax	Lunch		
	35	pax	PM snacks		
			<b>Additional Requirements:</b>		
			* 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		
			<b>TOTAL</b>		

Purpose: Procurement of meals and snacks for the conduct of the MPRE at Dontogan Elementary School for SY 2025 - 2026

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