



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.: 2025-11-297
Telephone No.:	Quotation No.: 2025-11-291
e-Mail:	Date: November 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 November 13, 2025 9am

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



Digitally signed by Carmel F. Meris  
 Date: 2025.11.12 12:05:08 +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 Cost	Unit Price	Total Price
1	80	Pax	Meals and snacks for additional participants in the Culminating activity of Knowledge Building Program for Master Teachers	500.00		
			*Please see attached specifications			
					<b>TOTAL</b>	



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



DepEd Tayo Baguio City



<https://depedpines.com>



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Purpose: Procurement of meals and snacks for additional participants in the culminating activity of knowledge building program for master teachers on November 20, 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:

### TECHNICAL SPECIFICATIONS

<b>Title:</b>	Knowledge Building Program for Master Teachers
<b>Inclusive Dates:</b>	November 20, 2025
<b>Venue:</b>	PFVR Building
<b>Participants:</b>	MTs, School heads, EPSs, PSDSs, other DO Personnel

#### MENU

Menu is served with hot flowing coffee and tea with sugar/honey and creamer, rice and water. Lunch must be with complete condiments (Buffet)

AM Snacks Butchi (big size)	PM snacks Cassava cake with chicharon/chips	Lunch Grilled chicken Chopsuey baguio vegetable with tokwa Fish fillet Soup: Mushroom soup
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#### Management or Personnel

1. Personnel trained and capable of supervising the services provided.
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.

#### Food and Snacks:

1. With buffer for 5 pax
2. Lunch is served hot, following the menu.
3. Should be with complete condiments.
4. 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. No using of plastic spoons.
2. With table napkins

**Note: Provide complete procurement documents attached with the RFQ.**

Prepared:

  
**JOVELYN PETRA T. BALANTIN**  
SEPS=HRDS