



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.:2025-11-310
Telephone No.:	Quotation No.: 2025-11-300
e-Mail:	Date: November 20, 2025
Delivery Period:	ABC: 27,000.00
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 December 4, 2025 @ 9am

**Failure to submit this on or before the due date aforstated 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 Cost	Unit Price	Total Price
1	45	Pax	AM Snack	100.00		
2	45	Pax	Lunch	400.00		
3	45	Pax	PM Snack	100.00		
			Specification: ***In-house catering service (please attach proposed menu) Inclusive of: • Use of function hall (with tables and chairs) • Use of sound system,			



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			microphone, and LCD projector • Free Wi-Fi access • Buffet-style meal service with AM/PM snacks and beverages • free-flowing coffee and drinking water ***Payment terms: one month after completion of post procurement documents (subject to change)			
					<b>TOTAL</b>	
Purpose: Procurement of meals and snacks for the OSDS year-end review and IPCRF completion for CY 2025 on December 18, 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

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

Canvassed by: