



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/V.Cadungog
Address:	PR No.:2025-12-335
Telephone No.:	Quotation No.: 2025-12-321
e-Mail:	Date: December 16, 2025
Delivery Period:	ABC: 81,200.00
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 18, 2025 @ 9am

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

Purpose: Procurement of meals and snacks for the participants, including board and lodging for consultants with free use of function hall during the conduct of performance governance system on January 6-8, 2025

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	51	Pax	Meals and Snacks with free use of function hall as follows:	600.00		



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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			<p>AM Snack, Lunch, PM Snack Day 1 - IN HOUSE MENU (Please submit suggested menu for the following:) AM Snack: Bread / Sandwiches with juice Lunch: shall include rice, any two viands (choice of fish, chicken, pork or beef) and one vegetable plus dessert PM Snack: 2 slices of low-sugar baked items with juice Note: with free flowing water and brewed coffee ***Inclusive of Function Hall Use that can accommodate 56 Participants with table and chairs, 4 microphone, Wifi, and with air conditioned hall through out the activity</p>			
2	51	Pax	<p>Meals and Snacks with free use of function hall as follows: AM Snack, Lunch, PM Snack Day 2 - IN HOUSE MENU (Please submit suggested menu for the following:) AM Snack: Bread / Sandwiches with juice that is different from Day 1 Lunch: shall include rice, any two viands (choice of fish, chicken, pork or beef) and one vegetable plus dessert different from Day 1 PM Snack: 2 slices of low-sugar baked items with juice different from Day 1 Note: with free flowing water and brewed coffee ***Inclusive of Function Hall Use that can accommodate 56 Participants with table and chairs, 4 microphone, Wifi, and with air conditioned hall through out the activity</p>	600.00		
3	5	Pax	<p>Board and Lodging/Accommodation for the consultants as follows for 2 days: 1 single occupancy room 2 double occupancy room Note: Room Features: Clean, sanitized, and well-maintained rooms. Air-conditioned and well-ventilated.</p>	2,000.00		



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			Private toilet and bath with continuous water supply (hot and cold). Provision of basic toiletries (towel, soap, shampoo, tissue). Free Wi-Fi with minimum speed of [x Mbps]. With work desk or table. With adequate lighting and electrical outlets. Meal Requirements: (Breakfast, AM Snack, Lunch, PM Snacks and Dinner)			
			Note: The total participants are 56 participants Payment Terms: After conduct of activity with delivery receipts and final billing statement with breakdown of charges			
					TOTAL	

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: