



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: March 11, 2026  
 Standard Form Title: Request for Quotation


**Procurement Project: Procurement of meals and Snacks for the Capability Building of SDO Personnel (Lot1) | Procurement of Meals and Snacks for the Capability Building of Non-Teaching Personnel on May 9-10, 2026 (Lot 2) | Lot 3: Procurement of meals and snacks for participants of the Induction Program for Beginning Teachers on August 4-6, 2026 (Lot 3) | Procurement of meals and snacks for the Pammadayaw Awards Program 2026 on October 22-23, 2026, Assessment of Nominees on October 1-2 and Planning/Meeting on October 8, 2026 (Lot 4)**

Quotation No.:	Date:	Requesting Unit:
PR Number: 2026-04-069	ABC for Lot 1: 189,000.00	SGOD
PR Number: 2026-04-071	ABC for Lot 2: 264,000.00	SGOD
PR Number: 2026-04-072	ABC for Lot 3: 127,500.00	SGOD
PR Number: 2026-04-073	ABC for Lot 4: 112,000.00	SGOD

<b>Supplier:</b> _____	<b>Telephone No.:</b> _____
<b>Address:</b> _____	<b>Email Address:</b> _____

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 May 8, 2026 9am

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

  
**SAMUEL T. EGSAEN JR. EdD, CESO VI**  
 Chairperson, Bids and Awards Committee

**REQUIREMENTS:**

- Mayor's / Business permit
- PhilGEPS registration number or certificate
- Omnibus Sworn Statement if above 50,000.00
- Income/Business Tax Return 500,000.00 and above
- 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
<b>Lot 1: Procurement of meals and Snacks for the Capability Building of SDO Personnel (Lot 1)</b>						





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1	105	Pax	<b>Day 1 June 17, 2026</b> AM Snack - Pancit bihon with banana turon, with coffee and tea Lunch - Rice, Chicken adobo, beef caldereta, Chapsuey; Dessert: Fresh fruit slice or leche flan (small), with flowing water, tea and coffee and complete condiments PM Snack - Pizza (2 slices, different flavor) with flowing water, tea and coffee			
2	105	Pax	<b>Day 2 June 18, 2026</b> AM Snack - Cassava cake with vegetable salad, with flowing water, tea and coffee Lunch - Rice, Fried chicken (quarter leg), Bangus steak, Sauteed vegetable; Dessert: Banana or buko pandan, with flowing water, tea and coffee and complete condiments PM Snack - Banana cake (packed, big size) with flowing water, tea and coffee			
3	105	Pax	<b>Day 3 June 19, 2026</b> AM Snack - Chicken Arrozcaldo with whole egg and complete condiments, with flowing water, tea and coffee Lunch - Rice, Grilled chicken, steamed or grilled fish fillet, Buttered vegetables; Soup: special malunggay soup, Dessert: Fresh fruit cup, with flowing water, tea and coffee and complete condiments PM Snack - Biko with Coconut Caramel Sauce (2 slices each) with flowing water, tea and coffee			
			<b>*Meals must be freshly cooked and delivered within 60 minutes from preparation</b>			
<b>Total for Lot 1:</b>						
<b>Lot 2: Procurement of Meals and Snacks for the Capability Building of Non-Teaching Personnel on May/9-10, 2026 (Lot 2)</b>						
1	264	Pax	<b>Day 1 May 19, 2026</b> AM Snack - Baked Mac chicken, Garlic Bread and pineapple juice with flowing coffee barako with creamer, muscovado sugar, lemon tea, drinking water Lunch - Rice, Bird's nest soup, sweet and sour fish fillet, Beef broccoli, fresh fruit,			



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			with flowing coffee barako with creamer, muscovado sugar, lemon tea, drinking water PM Snack - Tuna sandwich with vegetable salad, with flowing coffee barako with creamer, muscovado sugar, lemon tea, drinking water			
2	264	Pax	<b>Day 2 May 20, 2026</b> AM Snack - Pancit palabok (halal), with 2pcs pandesuelo, with flowing coffee barako with creamer, muscovado sugar, lemon tea, drinking water Lunch - Rice, Onion soup, Beef steak, Chapsuey, fresh fruit, with flowing coffee barako with creamer, muscovado sugar, lemon tea, drinking water PM Snack - Pancit halal chicken sahog, puto cake with flowing coffee barako with creamer, muscovado sugar, lemon tea, drinking water			
			<b>*Meals must be freshly cooked and delivered within 60 minutes from preparation</b>			
<b>Total for Lot 2:</b>						
<b>Lot 3: Procurement of meals and snacks for participants of the Induction Program for Beginning Teachers on August 4-6, 2026 (Lot 3)</b>						
1	85	Pax	<b>Day 1 August 4, 2026</b> AM Snacks (Packed) Banana and Camote Turon (mixed) 2 pcs each, with langka, sugar must be maskovado Lunch (assisted buffet) Main dish: Garlic buttered chicken, mushroom soup, chopsuey or vegetable salad, rice and buko pandan PM Snacks (Packed) Spring roll 2 each participant with sauce			
2	85	Pax	<b>Day 2 August 5, 2026</b> AM Snacks (Packed) Guinataang bilo-bilo with langka and nacho chips Lunch (Assisted Buffet) Beef caldereta, fried vegetable lumpia with vinegar sauce, vegetable soup, rice and fruit salad PM Snacks (Packed)			



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			<ol style="list-style-type: none"> <li>1. Vegetable salad (mixture of lettuce, cucumbers, beets, tomatoes, with garlic sauce)</li> <li>2. Cookies or toasted loaf bread</li> </ol>			
3	85	Pax	<p><b>Day 3 August 6, 2026</b></p> <p>AM Snack (Packed)</p> <p>Pancit with hot pandesal</p> <p>With complete condiments</p> <p>Lunch (Assisted Buffet)</p> <p>Chicken Inasal, vegetable salad, soup (sinigang na hipon) rice and brownies</p> <p>PM Snacks (Packed)</p> <p>Cassava cake and vegetable salad</p>			
			<p>Management or Personnel</p> <ol style="list-style-type: none"> <li>1. Personnel trained and capable of supervising the services provided.</li> <li>2. Should be courteous and ready to attend to the needs of the participants if requested.</li> <li>3. Staff must be fully geared with facemask and hairnet</li> </ol> <p>1. With buffer for 5 pax</p> <p>2. Lunch is served hot, following the menu.</p> <p>3. Should be with complete condiments.</p> <p>4. Of good quality and quantity. Should be fresh. Meat should not be frozen for a long time.</p> <p>Utensils:</p> <ol style="list-style-type: none"> <li>1. Plates should be clean/dry and spoons should be sterilized (wrapped if plastic spoons)</li> <li>2. With table napkins, table cover of the serving table.</li> </ol> <p>*Sub-contracting not allowed</p> <p>*Meals must be freshly cooked and delivered 60 minutes from preparation, maintaining and ideal temperature at the point of delivery</p>			
<b>Total for Lot 3:</b>						
<b>Lot 4: Procurement of meals and snacks for the Pammdayaw Awards Program 2026 on October 22-23, 2026, Assessment of Nominees on October 1-2 and Planning/Meeting on October 8, 2026 (Lot 4)</b>						



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1	20	Pax	<b>Day 1 October 1, 2026</b> Lunch: Chicken adobo, sinigang na bangus, chopsuey, rice and fresh fruit slices or leche flan (small)			
2	20	Pax	<b>Day 2 October 8, 2026</b> Lunch: Fried chicken (quarter leg), pork sisig, sautéed vegetables, rice and banana			
3	250	Pax	<b>Day 3 October 23, 2026</b> AM Snack: Special chicken burger Lunch: Grilled boneless chicken, pork steak, buttered vegetables, mushroom soup, rice and buko pandan			
			*Day 1 to Day 3: Served with flowing water (hot and cold), tea with sugar/honey and coffee with sugar and creamer *Meals must be freshly cooked and delivered within 60 minutes from preparation			

<b>Total for Lot 4:</b>					
<b>GRAND TOTAL:</b>					

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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Tin

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

Canvassed by: