



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 Activity Promoting Gender Responsive Education through the Revised SHS Curriculum Training Program and Orientation to School Heads and Stakeholders on Learning Reforms on July 27, 2026 and September 8-9, 2026		
Quotation No.: 2026-07-083	Date: July 9, 2026	Requesting Unit:
PR Number:2026-07-122	ABC: 390,000.00	SGOD

Supplier: _____	Telephone No.: _____
Address: _____	Email Address: _____

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 **09:00AM 16 JULY 2026**

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

SAMUEL T. EGSAEN JR. EdD, CESO VI
Chairperson, 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	170	Pax	Meals and snacks for July 27, 2026	600.00		
2	240	Pax	Meals and snacks for September 8-9, 2026	600.00		
			*Please see attached specifications			
TOTAL:						



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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:

TECHNICAL SPECIFICATIONS - MENU

Title:	Conduct of Revised SHS Curriculum Training Program and Orientation to School Heads and Stakeholders on Learning Reforms		
Dates:	July 27, 2026, September 7-9, 2026		
Venue:	Division Office Training Hall		
Participants:	170 School Heads, 220 SHS Teachers		
Total	20 PMT 410		
Menu	Served with flowing coffee with milk, tea with lemon and hot water		
July 27, 2026 170 pax	AM snacks Butchi ube and cheese (3 pieces per pax) Boiled bananas Drinks: Mixed Powder Fruit Juice less sugar	Lunch Bangus Bicol Express Grilled boneless chicken Beef bulalo soup with vegetables Dessert: brownie cookies	PM snacks Kakanin (2 slices each) Drinks: Mixed Powder Fruit Juice less sugar
Sept. 7, 2026 240 pax	Chicken Sandwich w/ fruits Drinks: Mixed Powder Fruit Juice less sugar	Grilled Pork CHop Beef caldereta Chopsuey Dessert: Fresh fruit slice or leche flan (small)	Siopao and 1 piece orange fruit (big) Drinks: Mixed Powder Fruit Juice less sugar
Sept. 8, 2026 240 pax	Truffle Pasta w/ Garlic Bread Drinks: Mixed Powder Fruit Juice less sugar	grilled pork chop Sweet and sour fish fillet Chicken tinola with vegetables Dessert: buko pandan	Big empanada w/ 1 apple Drinks: Mixed Powder Fruit Juice less sugar
Sept. 9, 2026 240 pax	Egg pie w/ seasoned fruits Drinks: Mixed Powder Fruit Juice less sugar	Grilled boneless chicken Beef mechado Buttered vegetables Mushroom soup Dessert: Fruit salad	Cassava cake & maja blanka Drinks: Mixed Powder Fruit Juice less sugar

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 t least 5 staff per food station
5. With updated business permit as catering service provider, DTI, Philgeps and Omnibus Sworn Statement.

Food Station:

1. With 3 Food stations with own hot and cold-water dispenser per station

Food and Snacks:

1. With buffer for 10 pax per serving station
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

Serving:

- Assisted buffet

