Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

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REQUEST FOR QUOTATION

Standard Form No.:SF-GOOD-60
Revised on: October 2026
Standard Form Title: Request for Quotation

Procurement Project:	**PROCUREMENT OF MEALS, SNACKS WITH BOARD AND LODGING AND VENUE FOR THE SDO PERSONNEL YEAR END CAPABILITY BUILDING AND THAKSGIVING ON DECEMBER 9 & 10, 2026**		
Quotation No.:	**2026-10-151**	**ABC:**	PHP 250,000.00
PR Number:	**2026-10-207**	**Date:**	10/28/2026
Requesting Unit:	**OSDS**	**Mode of Procurement:**	Small Value Procurement

Name of Bidder:	
Address :	
Telephone No.:	
Email Address:	

Please quote your lowest price on the item/s listed, subject to the General Conditions below, and submit your quotation in a sealed envelope duly signed by your representative not later than **04 NOVEMBER 2026 05:00 PM.**

Bidders may also send their bid proposal through the BAC Secretariat email address: secb073@gmail.com. Bids submitted beyond the deadline for the *submission and receipt of bids shall be rejected.*

SAMUEL T. EGSAEN, JR. EdD, CESO VI
BAC Chairperson
Assistant Schools Division Superintendent

TERMS AND CONDITIONS IN THE SUBMISSION OF ACCOMPLISHED REQUEST FOR QUOTATIONS:

1. Quotations in excess of the ABC will be considered DISQUALIFIED.
2. Quotations with dash (-) or zero (0) shall be deemed free of charge.
3. All entries must be typewritten/printed/long hand. All erasures must be duly countersigned by the bidder or its duly authorized representative.
4. Price validity shall be for a period of thirty (30) calendar days from the date of opening of bids.
5. **The following documents shall be attached upon bid submission. Failure to attach the required documents within the deadline for the submission and receipt of bids / quotations shall be ground for disqualification:**

    1. Mayor's/ Business Permit
    2. PhilGEPS Registration No. or Certificate of Registration
    3. Omnibus Sworn Statement, if ABC is above PhP 50, 000.00
    4. Income / Business Tax Return for ABC of PhP 500, 000.00 and above.

6. Award criterion for this project is: **Lowest Calculated and Responsive Quotation (LCRQ)**
7. For Goods, Delivery Period is within the schedule specified in the Request for Quotations.
8. Award shall be made on **LOT-BASIS.**

Item No.	Quantity	Unit	Item Description	ABC per UNIT based on PR	BID OFFER PER UNIT / UNIT PRICE	SUBTOTAL OF BID OFFER
PROCUREMENT OF MEALS, SNACKS WITH BOARD AND LODGING AND VENUE FOR THE SDO PERSONNEL YEAR END CAPABILITY BUILDING AND THAKSGIVING ON DECEMBER 9 & 10, 2026						
1	100	pax	**DECEMBER 10, 2026** Lunch PM Snack Dinner Lodging	1,700.00		

2	100	pax	**DECEMBER 11, 2026** Breakfast AM Snack Lunch PM Snack	800.00		
OTHER TECHNICAL SPECIFICATIONS (Please indicate your compliance to these requirements by checking appropriate boxes beside each line item.)				**CAN COMPLY**	**CANNOT COMPLY**	
	1. Guaranteed number of pax will be relayed by the program owner / end user three (3) days prior to the conduct of activity.					
	2. In house meals / menu shall be provided by the service provider which shall be inclusive of free flowing coffee, hot chocolate and drinking water throughout the duration of the activity.					
	3. Function hall /suitable for group activities with tables and chairs that can accommodate at least 100 participants.					
	4. Function hall should have a sound system, at least two (2) microphones, LCD projector and projector screen.					
	5. There should be a standby technical staff and service personnel to provide assistance throughout the duration of the activity.					
	6. There should be functional and clean restrooms with complete toiletries with designated facilities for male, female and Persons with Disability (PWDs).					
	7. There should be sufficient rooms suitable for sharing that can accommodate the number of pax stated in the Purchase Order.					
	8. There should be an available two (2) separate air conditioned rooms for single occupancy.					
	9. Place of activity is within **MOUNTAIN PROVINCE.**					
	NOTHING FOLLOWS					
					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

_____
Tax Identification Number

_____
PhilGEPS Registration No.

Canvassed by:

_____

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