



Republic of the Philippines
Department of Education
 Negros Island Region
 SCHOOLS DIVISION OF SAGAY CITY

OFFICE OF BIDS AND AWARDS COMMITTEE

Project Reference No :
 Name of Project : **Snacks for the Conduct of 2025 Division Athletic Meet (Solidarity & Opening Program)**
 Total ABC : **₱35,000.00**
 Location of the Project : Sagay City
 Fund: **SEF-LSB SPORTS DEVELOPMENT FUNDS**

REQUEST FOR QUOTATION

_____ **Name of Company** Date : **October 21, 2025**
 _____ **Address** Quotation No.: _____
 _____ **TIN Number (please indicate if VAT or NON-VAT)**

Please quote your lowest price on the item/s listed below subject to the General Condition on the last page stating the shortest time of delivery. Submit your quotation duly signed by your representative not later than **9:00 AM October 28, 2025** to the return envelope attached herewith.

(Time)


MARK ANTHONY J. TAN, PhD

OIC - Office of the ASDS
 BAC Chairperson

NOTE:

- All entries must be typewritten.
- Delivery period within _____ calendar days after receipt of Purchase Order.
- Warranty shall be for a period of six (6) months for supplies and materials. One (1) year for equipment from date of acceptance by the procuring entity.
- Price validity shall be for a period of 30 calendar days after issuance of Request for Quotation.
- Mayor's Permit & PhilGeps Registration Certificate** shall be attached upon submission of the quotation.
- Bidders shall submit original brochures showing certifications of the product being offered.

| Item No. | Name & Description | Qty | Unit | Unit Price | Total Price |
|----------|---|------------|-------------|------------|-------------|
| | November 3, 2025 | | | | |
| | Snacks for the Solidarity Meeting | | | | |
| | AM Snacks- Bottled Water(500ml), Cheese Bread | 500 | pack | | |
| | Snacks for the Opening Program | | | | |
| | PM Snacks- Bottled Water(500ml), Cheese Bread | 500 | pack | | |
| | | | | | |
| | | | | | |

Brand Model: _____ Warranty: _____
 Delivery Period: _____ Price Validity _____

After having carefully read and accepted your General Condition. I/We quote you the item/s at prices noted above.

 Printed Name/Signature

 Tel./Cellphone No./Email Address

 Date

Ref.: Handbook on Prop & Supply Management