



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

**OFFICE OF BIDS AND AWARDS COMMITTEE**

Project Reference No : **25-11-244**  
 Name of Project : **Meals & Snacks for the Write to Lead: Empowering young Minds Through Enhancement Training For School Paper Advisers**  
 Total ABC : **P166,600.00**  
 Location of the Project : **Sagay City**  
 Fund: **SCHOOL MOOE**

**REQUEST FOR QUOTATION**

\_\_\_\_\_ **Name of Company** Date : **November 10, 2025**  
 \_\_\_\_\_ **Address** Quotation No.: **25-11-244**  
 \_\_\_\_\_ **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 **2:00 PM November 14, 2025** to the return envelope attached herewith.

(Time)

  
**MARK ANTHONY J. TAN, PhD**

OIC - Office of the ASDS  
 BAC Chairperson

**NOTE:**

- 1 All entries must be typewritten.
- 2 Delivery period within \_\_\_\_\_ calendar days after receipt of Purchase Order.
- 3 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.
- 4 Price validity shall be for a period of 30 calendar days after issuance of Request for Quotation.
- 5 **Mayor's Permit & PhilGeps Registration Certificate** shall be attached upon submission of the quotation.
- 6 Bidders shall submit original brochures showing certifications of the product being offered.

Item No.	Name & Description	Qty	Unit	Unit Price	Total Price
<b>November 19, 2025</b>					
	AM Snacks- Spaghetti with 2 slices of Toasted Bread, Bottled Water	98	pax		
	Lunch – Rice, Beef Steak, Fish Fillet, Lumpia, Mixed Vegetables, Fruits / Softdrinks.	98	pax		
	PM Snacks – Cheese Pimiento Sandwich, Softdrinks.	98	pax		
<b>November 20, 2025</b>					
	AM Snacks- Pansit Palabok with Garlic Toasted Bread, Softdrinks	98	pax		
	Lunch – Rice, Fish Fillet, Pork Nilaga, Pork Barbecue, Atchara, Fruits, Softdrinks.	98	pax		
	PM Snacks - Chicken Sandwich with Kamote Fries, Juice.	98	pax		
<b>November 21, 2025</b>					
	AM Snacks - Ham & Cheese Sandwich, Bottled Water	98	pax		
	Lunch – Rice, Chicken Cordon Bleu, Pork Barbeque, Chopsuey, Fruits, Softdrinks.	98	pax		
<b>Note: Provision of 1 Water Dispenser &amp; Free Flowing Coffee/Tea during the activity.</b>					
<b>Venue: Jose B Puey Elementary School.</b>					

Brand Model: \_\_\_\_\_  
 Delivery Period: \_\_\_\_\_

Warranty: \_\_\_\_\_  
 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*