



Date: _____

REQUEST FOR QUOTATION

Gentlemen:

Please quote your lowest government price (s), stating the shortest time of delivery on the item(s) listed below and submit your quotation duly signed by your representative through email or sealed envelope directed to the Chairperson, Bids and Award Committee of this office on or before March 20, 2024.

If you do not have the exact item on request, please feel free to offer the equivalent or possible substitute.

Very Truly yours,

Adelano D. Largo
NECITAS D. LARGO
 BAC, Chairperson

QTY	UNIT	ARTICLES AND DESCRIPTION	UNIT PRICE	TOTAL
1	lot	Food and Accommodation for the Capacity Building for Recognition External Evaluators on April 22-26, 2024 (R9 and R10)		
		Venue: CAGAYAN DE ORO CITY		
		Guaranteed No. of Person: 80 Pax		
		Expected: 90 pax		
		Room Accommodation:		
		- Triple Sharing (individual bed) w/ complete amenities		
		- April 22, 2024 - Check-In - 2:00PM		
		- April 26, 2024 - Check-Out - 12:00NN		
		Meals Requirement:		
		April 22, 2024 - PM Snack and Buffet Dinner		
		April 23-25, 2024 - Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack and Buffet Dinner		
		April 26, 2024 - Buffet Breakfast and AM Snack		
		Conference Room : good for 100pax		
		- Conference Set-up (Rectangular Table)		
		- Secretariat Table		
		- w/ Free strong Access in WIFI		
		- One (1) LCD with wide screen		
		- Sound System and Extension Cord		
		- 4 units of Wireless Microphones		
		- With extra Extension Cord		
		- With free flowing coffee, tea and candies		
		Backdrop (min. of 6' x 8') & Welcome Streamer (min. of 3' x 4')		
		- (2) White/Black Board w/ whiteboard pen and eraser		
		Other Requirements to be submitted:		
		Philgeps Registration Number		
		Mayor's Permit		
		Income/Business Tax Return		
		Omnibus Sworn Statement		
		Annex A Technical Specifications		
		Conditions:		
		Terms of Payment: Send Bill		
		Quotation - inclusive of VAT		
		For any queries, you may Contact Nos. 8571-6833/8571-4615		
		Email Add: bac@eccdcouncil.gov.ph/cora@eccdcouncil.gov.ph/sam@eccdcouncil.gov.ph		

After having carefully read and accept your requirements, I/we quote you on the above items and bind ourselves to deliver the above articles and description within the specified dates. The quotations are good up to 60 calendar days.

SUPPLIER	
Signature	
Name & Designation	
Company Name	
Address	
Telephone Nos.	
CP No.	