




Date: _____

REQUEST FOR PROPOSAL

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 or thru the authorized canvasser of this office on or before October 4, 2024.

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

Very Truly yours,

NECITAS D. LARGO
 BAC Chairperson

QTY	UNIT	ARTICLES AND DESCRIPTION	UNIT PRICE	TOTAL
		Engagement of Technical Writing Training Consultancy		
		Duration: Two-days online Training		
		Qualification:		
		1. Proven, at least five (5) years of experience in facilitating technical writing training programs for government agencies or public officials.		
		2. Extensive knowledge in technical writing, editing and document management.		
		3. Strong communication and facilitation skills, with the ability to engage participants.		
		4. Familiarity with government standards and writing protocols is preferred.		
		See attached TOR		
		Other requirements:		
		PhilGEPS Registration Number		
		Business/Income Tax Return		
		Mayor's/Business Permit		
		Omnibus Sworn Statement		
		Terms of Reference (TOR)		
		Terms of Payment:: Send Bill		
		Quotations are inclusive of all Taxes		
		For any queries, you may Contact Nos. 571-6833/571-4615 loc. 831		
		Email Add: ndl@eccdcouncil.gov.ph/cora@eccdcouncil.gov.ph/glenn@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.	
Fax Nos.	