



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 February 27, 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
1	lot	Food and Accommodation for the Training of Trainers on the System for Prevention, Early Identification, Referral and Delays, Disorders, and Disabilities in Early Childhood (PEIRIDDEEC) for the following dates:		
		Venue: METRO MANILA		
		1. For PSWDO/PECCD, PHO/PNAO, DepED Division Office		
		Guaranteed No. of Person: 80 Pax		
		On the 2nd day Actual no. of Pax		
		Expected: 84 pax		
		Room Accommodation:		
		- Twin Sharing individual bed w/ complete amenities		
		- April 1, 2024 Check-In - 2:00PM		
		- April 5, 2023 - Check-Out - 12:00NN		
		Meals Requirement:		
		April 1, 2024 - PM Snack and Buffet Dinner		
		April 2-4, 2024 - Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack and Buffet Dinner		
		April 5, 2024- Buffet Breakfast & AM Snack		
		Conference Room : good for 90 pax		
		- 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		
		2. For CDWs/CDTs, BHWs, BNSs		
		Guaranteed No. of Person: 90 Pax		
		On the 2nd day Actual no. of Pax		
		Expected: 96 pax		
		Room Accommodation:		
		- Triple Sharing individual bed w/ complete amenities		
		- June 24, 2024 Check-In - 2:00PM		
		- June 28, 2024 - Check-Out - 12:00NN		
		Meals Requirement:		
		June 24, 2024 - PM Snack and Buffet Dinner		
		June 25-27, 2024 - Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack and Buffet Dinner		
		June 28, 2024 - Buffet Breakfast & AM Snack		

	Conference Room : good for 100 pax		
	- 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:		
	PhilGEPs Registration No.		
	Business/Income Tax Return		
	BIR Registration Certificate		
	Mayors Permit		
	Omnibus Sworn Statement Notarized		
	Annex A		
	Terms of Payment:: Send Bill		
	Quotations are inclusive of all Taxes		
	For any queries, you may Contact Nos. 8571-6833/8571-4615		
	Email Add: ndl@eccdcouncil.gov.ph/cora@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	
Office/Company Name	
Address	
Telephone Nos.	
CP. No.:	