



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 August 29, 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	Description	Unit Price	Total
1	LOT	Food and Accommodation for the Induction Program for Local ECCD Service Provider, Batch 6, September 18-20, 2024		
		<b><u>Venue: CDO</u></b>		
		<b>Guaranteed No. of Person: 80 Pax</b>		
		<b>Expected: 110 pax</b>		
		<b>Room Accommodation:</b>		
		- Triple Sharing (individual bed) w/ complete amenities		
		- September 18, 2024 - Check-In - 2:00PM		
		- September 20, 2024 - Check-Out - 12:00NN		
		<b>Meals Requirement:</b>		
		September 18, 2024 - PM Snack, and Buffet Dinner		
		September 19, 2024 - Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack, and Buffet Dinner		
		September 20, 2024 - Buffet Breakfast, AM Snack		
		Actual Buffet Lunch on September 20, 2024		
		<b>Conference Room : good for 120PAX</b>		
		- Conference Set-up (Rectangular Table)		
		- Secretariat Table		
		- <b>w/ Free strong Access in WIFI</b>		
		- 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		
		<b><u>Other Requirements to be submitted:</u></b>		
		Philgeps Registration Number		
		Mayor's Permit		
		Income/Business Tax Return		
		Omnibus Sworn Statement		
		Annex A		
		<b>Conditions:</b>		
		<b>Terms of Payment: Send Bill</b>		
		<b>Quotation - inclusive of VAT</b>		
		For any queries, you may Contact Nos. (02)8571-6833/(02) 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/CP. No./s	