



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 June 3, 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 Implementation of the Human Resources Development Program "Leading and Managing an Integrated ECCD Program" LMIEP Batch 18, Phase 1, July 7-13, 2024		
		Venue: Baguio City		
		Guaranteed No. of Person: 60 Pax		
		Expected: 70 pax		
		Room Accommodation:		
		- Twin Sharing individual bed w/ complete amenities		
		- July 7, 2024 - Check-In - 2:00PM		
		- July 13, 2024 - Check-Out - 12:00NN		
		Meals Requirement:		
		July 7, 2024 - PM Snack, and Buffet Dinner		
		July 8-12, 2024 - Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack, and Dinner		
		July 13, 2024 - Buffet Breakfast, AM Snack		
		Conference Room : good for 80PAX		
		- 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		
		Conditions:		
		Terms of Payment: Send Bill		
		Quotation - inclusive of VAT		
		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	