



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 or thru the authorized canvasser of this office on or before November 15, 2024.

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

Very Truly yours,  
*[Signature]*  
**NECITAS D. LARGO**  
BAC Chairperson

| QTY | UNIT | ARTICLES AND DESCRIPTION  | UNIT PRICE | TOTAL |
|-----|------|---|------------|-------|
| 1   | lot  | <b>Food and Accommodation for the Basic Records and Archives Management (BRAM) Seminar-Workshop on November 19-20, 2024</b> |            |       |
|     |      | <u>Venue: Metro Manila</u>  |            |       |
|     |      | November 19, 2024 - Check-In 2:00PM - 34 pax  |            |       |
|     |      | November 20, 2024 - Check-Out 12:00NN - 28 pax  |            |       |
|     |      | <b>Room Accommodation:</b>  |            |       |
|     |      | - <b>Twin Sharing (individual bed) w/ amenities</b>   |            |       |
|     |      | <b>Meals Requirement:</b>   |            |       |
|     |      | November 19, 2024 - Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack and Buffet Dinner - 42 PAX                           |            |       |
|     |      | November 20, 2024 - Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack and Buffet Dinner - 28 PAX                           |            |       |
|     |      | <b>Conference Room : with min. capacity of 50 pax</b>   |            |       |
|     |      | - Conference Set-up (Rectangular Table)   |            |       |
|     |      | - One (1) LCD with wide screen  |            |       |
|     |      | - Sound System  |            |       |
|     |      | - Secretariat Table   |            |       |
|     |      | - 4 units of Wireless Microphones   |            |       |
|     |      | - Extension Cords for Secretariat and Participants  |            |       |
|     |      | - <b>With free Notepads and pencils</b>   |            |       |
|     |      | - With free flowing coffee, tea and candies   |            |       |
|     |      | - <b>Backdrop (min. of 6' x 8') &amp; Welcome Streamer (min. of 3' x 4')</b>  |            |       |
|     |      | - <b>w/ Free strong Access in WIFI</b>  |            |       |
|     |      | <b>Other requirements:</b>  |            |       |
|     |      | PhilGEPS Registration Number  |            |       |
|     |      | Business/Income Tax Return  |            |       |
|     |      | Mayor's/Business Permit   |            |       |
|     |      | Omnibus Sworn Statement   |            |       |
|     |      | Accomplished Annex A  |            |       |
|     |      | <b>Terms of Payment:: Send Bill</b>   |            |       |
|     |      | <b>Quotations are inclusive of all Taxes</b>  |            |       |
|     |      | 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.       |  |