



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 14, 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
		<b>Food and Accommodation for the Gender Sensitivity Training (GST) for Child Development Teachers &amp; Child Development Workers on December 3-4, 2024</b>		
		<u>Venue: Leyte</u>		
		<b>Guaranteed No. of Person: 80 Pax</b>		
		<b>On the second day onward actual number of participants</b>		
		<b>Expected: 94 pax</b>		
		December 2, 2024 - Check-In (4 Pax ECCD Secretariat)		
		December 3, 2024 - Check-In (90 Pax Participants)		
		December 5, 2024 - Check-Out (94 Pax)		
		<b>Room Accommodation:</b>		
		- Triple Sharing (individual bed) w/ amenities		
		<b>Meals Requirement:</b>		
		December 3, 2024 - AM Snack, Buffet Lunch, PM Snack and Buffet Dinner		
		December 4, 2024 - Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack and Buffet Dinner		
		December 5, 2024 - Buffet Breakfast		
		<b>Conference Room : with min. capacity of 100 pax</b>		
		- Conference Set-up (Rectangular Table)		
		- Two (2) 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		
		- Backdrop (min. of 6' x 8') & Welcome Streamer (min. of 3' x 4')		
		- <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.	