



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 November 19, 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 Year-End Planning/Assessment Workshop on December 16-20, 2024		
		<b>Venue: BAGUIO</b>		
		<b>Guaranteed No. of Person: 50 Pax</b>		
		<b>Expected: 55 pax</b>		
		<b>Room Accommodation:</b>		
		- Twin Sharing (individual bed) w/ complete amenities		
		- December 16, 2024 - Check-In - 2:00PM		
		- December 20, 2024 - Check-Out - 12:00NN		
		<b>Conference Room : good for 60pax</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		
		<b>Backdrop (min. of 6' x 8') &amp; Welcome Streamer (min. of 3' x 4')</b>		
		- (2) White/Black Board w/ whiteboard pen and eraser		
		<b>Meals Requirement:</b>		
		December 16, 2024 - PM Snack and Buffet Dinner		
		December 17-19, 2024 - Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack and Buffet Dinner		
		December 20, 2024 - Buffet Breakfast & AM Snack		
		<b><u>Other Requirements to be submitted:</u></b>		
		Philgeps Registration Number		
		Mayor's Permit		
		Income/Business Tax Return		
		Omnibus Sworn Statement		
		Annex A Technical Specifications		
		<b>Conditions:</b>		
		<b>Terms of Payment: Send Bill</b>		
		<b>Quotation - inclusive of VAT</b>		
		For any queries, you may Contact Nos. 8571-6833/8571-4615		
		Email Add: bac@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	
Office/Company Name	
Address	
Telephone Nos.	
Fax Nos.	