


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 18, 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 Venue for the ECCD Council 2024 Partners' Recognition "Building Brighter Futures: Recognizing Leadership and Innovation in Early Childhood Development"		
		<u>Venue: Metro Manila</u>		
		Guaranteed No. of Person: 250 Pax		
		Event Date: December 12, 2024		
		Event Time: 11:00AM to 3:00PM		
		Ingress: 3 Hours before the event		
		Egress: 3 Hours after the event		
		Conference Room : good for 300 pax		
		INCLUSIONS:		
		- Buffet Lunch in the function room		
		- with Snacks		
		- Projector Screen		
		- Rostrum / Podium		
		- Stage		
		- Basic Sound System (two wired Microphones, CD Player, Speakers)		
		- Basic Set up of chairs and Table		
		- Flower centerpieces for each tagle for round table arrangement		
		- Namecards/Placecards for VIP Tables		
		Provide Two (2) LED Wall and Lights & Sound		
		Other requirements:		
		PhilGEPS Registration Number		
		Business/Income Tax Return		
		Mayor's/Business Permit		
		Terms of Payment:: Send Bill		
		Quotations are inclusive of all Taxes		
		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.	
CP Nos.	