



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 25, 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
		Food and Accommodation for the Gender Sensitivity Training (GST) for Newly Hired Officers and Staff Members of the ECCD Council, November 26-27, 2024		
		<u>Venue: Metro Manila</u>		
		Guaranteed No. of Person: 25 Pax		
		On the second day onward actual number of participants		
		Expected: 30 pax		
		November 26, 2024 - Check In		
		November 27, 2024 - Check Out		
		Room Accommodation:		
		- Triple Sharing (individual bed) w/ amenities		
		Meals Requirement:		
		November 26, 2024 - Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack and Buffet Dinner		
		November 27, 2024 - Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack and Buffet Dinner		
		Conference Room : with min. capacity of 50 pax		
		- 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		
		- With free Notepads and pencils		
		- With free flowing coffee, tea and candies		
		- Backdrop (min. of 6' x 8') & Welcome Streamer (min. of 3' x 4')		
		- w/ Free strong Access in WIFI		
		Other requirements:		
		PhilGEPS Registration Number		
		Business/Income Tax Return		
		Mayor's/Business Permit		
		Omnibus Sworn Statement		
		Accomplished Annex A		
		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.	
Fax Nos.	