



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 direct to the Chairperson, Bids and Award Committee of this office on or before **December 2, 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*  
**NECITAS D. LARGO**  
 BAC, Chairperson

QTY	UNIT	ARTICLES AND DESCRIPTION	UNIT PRICE	TOTAL
		Rental of Vehicle for the Year-End Program Assessment and Planning Workshop on December 16 and 20, 2024		
		Requirements:		
		<b>Coaster - 25 seater (Inclusive of Tax, Gasoline, Driver and Food )</b>		
		Maximum of 25 seater		
3	units	<b>December 16, 2024 -(3 Units Coaster)</b>		
		- Pick-up at ECCD Council Office at Belvedere Tower, No. 15 San Miguel Avenue, Ortigas Center, Pasig City to Baguio City		
3	units	<b>Decmeber 20, 2024 - (3 units Coaster)</b>		
		- Pick-up at Baguio City to ECCD Council Office at Belvedere Tower, No. 15 San Miguel Avenue, Ortigas Center, Pasig City		
		<b>Other Requirements:</b>		
		Philgeps Registration Number		
		Mayor's Permit		
		Income/Business Tax Return		
		Omnibus Sworn Statement		
		<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: 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 No.	