DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region 10, Cagayan de Oro City

May 10, 2018

PhilGEPS Reg. No. ____________________

ABC: Php 280,000.00

REQUEST FOR QUOTATION

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GENTLEMEN :

Please quote your lowest price(s), taxes included on the following article(s)/services listed hereunder:

Item No.	QTY.	UNIT	ARTICLE/SERVICES	Unit Price	Amount
			May 18, 2018		
	100	pax	AM Snacks		
	100	pax	Lunch		
	100	pax	PM Snacks		
	100	pax	Dinner		
	100	pax	Room Accomodation		
			May 19, 2018		
	100	pax	Breakfast		
	100	pax	AM Snacks		
	100	pax	Lunch		
			with the following requrements:		
			-Breakfast & Lunch: 3 main courses + soup (plate-in)		
			-Dinner: 3 main courses (buffet style)		
			-fruits sweets after meals		
			-air-conditioned room quadruple/dormitory occupancy		
			-free use of spacious function hall		
			free use of good quality sound system, microphones (wireless)and extension wires		
			-free flowing coffee and water		
			-free use of other amenities		
			-free use of electricity in the function hall		
			-free use of LCD screen		
			-free wifi access/internet connection		
			-free provision of water dispenser at the function hall		
			-free backdrop/welcome streamer tarpaulin		
			other terms and conditions:		
			-1st day is guaranteed		
			-starting on 2nd day based on actual		
			-should attach guests folio with guests name and signature and date of check-in and check-out		
			-should attach detailed billing on number of pax billeted		
			-should attach menu served during the activity		
			(upon submission of billing/SOA)		
			Documentary Requirements:		
			-PhilGEPS Registration No		
			-Income Tax Return		
			-Business Permit		
			- Omnibus Sworn Statement		
			x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x		
			DILG Region 10 Team Building Activity on May 18-19, 2018		

You are required to post a proposal bond in the form of cash or certified check, surety bond in the amount equal to two percent (2%) of the total amount of the items for which you submit a quotation if it amount to P1,000,000.00. Disposition of cash proposal bond shall be in accordance with accounting rules and regulations.

A purchase order to the Awardee shall be made immediately after the award. This Office, however , reserves the right to reject any and/or all offers/bids herein contained.

Quoted by :

ROSITA E. LAGANG
Supply Officer/ GSS

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(Name and Signature of Authorized Representative)

Date: ______________________
Address : ____________________________________
Contact Number: ____________________________________
Land Bank of the Phil. Acct. Name and Number:
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NORMAN A .RAMOS
canvasser