

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

PhilGEPS Reg. No. _____

March 27, 2018

ABC: Php 51,240.00

REQUEST FOR QUOTATION

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 3, 2018		
	21	pax	Breakfast		
	21	pax	AM Snacks		
	21	pax	Lunch		
	21	pax	PM Snacks		
	21	pax	Dinner		
	21	pax	Room Accommodation		
			May 4, 2018		
	21	pax	Breakfast		
	21	pax	AM Snacks		
	21	pax	Lunch		
	21	pax	PM Snacks		
	21	pax	Dinner		
	21	pax	Room Accommodation		
			with the following requirements:		
			-3 main courses + soup (buffet style)		
			-fruits sweets after meals		
			-air-conditioned room triple occupancy		
			-complimentary room for the secretariat		
			-free use of spacious function hall with 30 persons capacity		
			-spacious parking area for the expected participants/guests		
			free use of good quality sound system, microphones (wireless)and extension wires		
			-free use of whiteboards and markers/pen		
			-free flowing coffee		
			-hotel conducive to learning		
			-free use of electricity in the function hall		
			-free use of LCD screen		
			-free wifi access in the function hall can accommodate 30 units of laptop		
			-free backdrop tarpaulin (lay-out will be provided)		
			-free provision of water dispenser at the function hall		
			other terms and conditions:		
			-charges on the first day is guaranteed		
			-starting on the second day charges should be based on actual		

