

**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**

**Region 10, Cagayan de Oro City**

**April 16, 2018**

**PhilGEPs Reg. No.** \_\_\_\_\_

**ABC: Php 322,000.00**

**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 |
|----------|------|------|---|------------|--------|
|          |      |      | <b>May 2, 2018</b>  |            |        |
|          | 125  | pax  | Breakfast   |            |        |
|          | 125  | pax  | AM Snacks   |            |        |
|          | 125  | pax  | Lunch   |            |        |
|          | 125  | pax  | PM Snacks   |            |        |
|          | 125  | pax  | Dinner  |            |        |
|          | 125  | pax  | Room Accommodation  |            |        |
|          |      |      | <b>May 3, 2018</b>  |            |        |
|          | 125  | pax  | Breakfast   |            |        |
|          | 125  | pax  | AM Snacks   |            |        |
|          | 125  | pax  | Lunch   |            |        |
|          | 125  | pax  | PM Snacks   |            |        |
|          | 60   | pax  | Dinner  |            |        |
|          | 60   | pax  | Room Accommodation  |            |        |
|          |      |      | <b>with the following requirements:</b>                                 |            |        |
|          |      |      | -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                     |            |        |
|          |      |      | -spacious parking area for the expected                                 |            |        |
|          |      |      | free use of good quality sound system, microphones                      |            |        |
|          |      |      | -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                 |            |        |
|          |      |      | <b>other terms and conditions:</b>                                      |            |        |
|          |      |      | -should attach guests folio with guests name and                        |            |        |
|          |      |      | -should attach detailed billing on number of pax                        |            |        |
|          |      |      | -should attach menu served during the activity                          |            |        |
|          |      |      | (upon submission of billing/SOA)  |            |        |
|          |      |      | <b>Documentary Requirements:</b>  |            |        |
|          |      |      | -PhilGEPs Registration No   |            |        |
|          |      |      | -Income Tax Return  |            |        |
|          |      |      | -Business Permit  |            |        |
|          |      |      | - Omnibus Sworn Statement   |            |        |
|          |      |      | x-x |            |        |
|          |      |      | 2018 SGLG Implementation (Regional and<br>Provincial Orientation)       |            |        |

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 :

\_\_\_\_\_  
(Name and Signature of Authorized Representative)

**ROSITA E. LAGANG**  
Supply Officer/ GSS

Date: \_\_\_\_\_

Address : \_\_\_\_\_

Contact Number: \_\_\_\_\_

Land Bank of the Phil. Acct. Name and Number:  
\_\_\_\_\_  
\_\_\_\_\_

**NORMAN A. RAMOS**  
canvasser