

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

PhilGEPS Reg. No. _____

February 26, 2018

ABC: Php 91,500.00

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
			March 7, 2018		
	15	pax	PM Snacks		
	30	pax	Dinner		
	30	pax	Room Accommodation		
			March 8, 2018		
	30	pax	Breakfast		
	30	pax	AM Snacks		
	30	pax	Lunch		
	30	pax	PM Snacks		
	30	pax	Dinner		
	30	pax	Room Accommodation		
			March 9, 2018		
	30	pax	Breakfast		
	30	pax	AM Snacks		
	30	pax	Lunch		
	30	pax	PM Snacks		
	30	pax	Dinner		
			with the following requirements:		
			-3 main courses + soup (buffet style)		
			-fruits sweets after meals		
			-air-conditioned room triple occupancy		
			-free use of spacious function hall with 40 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		
			-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 (subject to changes in quantity)		
			-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		

