

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

PhilGEPS Reg. No. \_\_\_\_\_

December 19, 2017

ABC: Php 209,100.00

**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>Batch 1</b>		
			<b>January 30, 2018</b>		
	34	pax	AM Snacks		
	34	pax	Lunch		
	34	pax	PM Snacks		
	34	pax	Dinner		
	34	pax	Room Accommodation		
			<b>January 31, 2018</b>		
	34	pax	Breakfast		
	34	pax	AM Snacks		
	34	pax	Lunch		
			<b>Batch 2</b>		
			<b>January 31, 2018</b>		
	48	pax	AM Snacks		
	48	pax	Lunch		
	48	pax	PM Snacks		
	48	pax	Dinner		
	48	pax	Room Accommodation		
			<b>February 1, 2018</b>		
	48	pax	Breakfast		
	48	pax	AM Snacks		
	48	pax	Lunch		
			<b>with the following requirements:</b>		
			-3 main courses + soup (buffet style)		
			-fruits sweets after meals		
			-free use of spacious function hall with 40 persons capacity		
			-air-conditioned room with triple occupancy		
			-spacious parking area for the expected participants/guests		
			free use of good quality sound system, microphones (wireless)and extension wires		
			-free flowing coffee		
			-hotel conducive to learning		
			-free use of electricity in the function hall		
			-free use of LCD screen		
			-complimentary room for the secretariat		
			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 (subject to changes in quantity)  
 -should attach detailed billing on number of pax billeted  
 -should attach guest folio with guest's name and signature and specify date of check-in and check-out  
 -should attach menu served during the activity  
 (upon submission of billing/SOA)

**documentary requirements:**

-philgeps certificate No.  
 -business/mayor's permit  
 -income tax return  
 -omnibus sworn statement

X-X  
 Conduct of the Orientation of Provincial Land Use Committee  
 Members in Region 10 on January 30-31, 2018 (batch 1) AND  
 January 31-February 1, 2018 (batch 2)

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**  
 AO V/GSSection

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

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

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

**NORMAN A. RAMOS**  
 canvasser

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

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