

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

May 10, 2018

PhilGEPS Reg. No. _____

ABC: Php 347,400.00

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
			June 13-14, 2018 (2 days)		
	88	pax	Breakfast		
	88	pax	AM Snacks		
	88	pax	Lunch		
	88	pax	PM Snacks		
	88	pax	Dinner		
	88	pax	Room Accommodation		
			June 15, 2018		
	88	pax	Breakfast		
	88	pax	AM Snacks		
	88	pax	Lunch		
	88	pax	PM Snacks		
	88	pax	Dinner		
	70	pax	Room Accommodation		
			with the following requirements:		
			-free use of spacious function hall with 90-100 person capacity		
			-air conditioned room with triple occupancy		
			-3 main courses plus soup (buffet style)		
			-fruits/sweets after meals		
			-free flowing coffee		
			-free use of sound system and microphones		
			-free use of whiteboard and markers/pens		
			-wifi access in the function hall can accommodate 100 units of laptop		
			-complimentary suite room accommodation for the secretariat		
			-free use of LCD screen		
			-location of the hotel conducive to learning		
			-free use of electricity in the function hall		
			-free backdrop tarpaulin		
			-free use of extension wires		
			-spacious parking area for vehicles of expected participants		
			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

Seminar Workshop on Community
 Organizing/Organization of Barangay Waterworks and
 Sanitation Associations (BWSAs) for selected
 SALINTUBIG LGU-Beneficiaries of Region 10 on June 13-
 15, 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 : _____
 (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