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

PhilGEPS Reg. No. _____

March 27, 2018
ABC: Php 71,500.00

REQUEST FOR QUOTATION

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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
			April 4, 2018		
	130	pax	AM Snacks		
	130	pax	Lunch		
			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 80 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		
			-free backdrop tarpaulin (lay-out will be provided)		
			-free provision of water dispenser at the function hall		
			other terms and conditions:		
			-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)		
			Documentary Requirements:		
			-PhilGEPS Registration No		
			-Income Tax Return		
			-Business Permit		
			- Omnibus Sworn Statement (notarized)		
			x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x		
			Joint RPOC 10 - RDC 10 Ful Council Meeting on April 4, 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 :

ROSITA E. LAGANG
Supply Officer/ GSS

_____
(Name and Signature of Authorized Representative)

Date: _____
Address : _____
Contact Number: _____
Land Bank of the Phil. Acct. Name and Number:
_____
_____

NORMAN A .RAMOS
canvasser