

**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**

**Region 10, Cagayan de Oro City**

**April 19, 2018**

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

**ABC: Php 181,750.00**

**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 29, 2018</b>		
	31	pax	Breakfast		
	62	pax	AM Snacks		
	62	pax	Lunch		
	62	pax	PM Snacks		
	62	pax	Dinner		
	52	pax	Room Accommodation		
			<b>May 30, 2018</b>		
	52	pax	Breakfast		
	62	pax	AM Snacks		
	62	pax	Lunch		
	62	pax	PM Snacks		
			<b>with the following requirements:</b>		
			-3 main courses + soup (buffet style)		
			-fruits sweets after meals		
			-air-conditioned room double occupancy		
			-complimentary room for the secretariat		
			-free use of spacious function hall with 70 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		
			70 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>		
			-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)		
			<b>Documentary Requirements:</b>		
			-PhilGEPS Registration No		
			-Income Tax Return		
			-Business Permit		
			- Omnibus Sworn Statement		

