

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

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

**March 8, 2018**

**ABC: Php 112,000.00**

**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>March 26, 2018</b>		
	35	pax	AM Snacks		
	35	pax	Lunch		
	35	pax	PM snacks		
	35	pax	Dinner		
	35	pax	Room Accommodation		
			<b>March 27, 2018</b>		
	35	pax	Breakfast		
	35	pax	AM Snacks		
	35	pax	Lunch		
	35	pax	PM snacks		
			<b>with the following requirements:</b>		
			-3 main courses + soup (buffet style)		
			-fruits sweets after meals		
			-air-conditioned room triple occupancy		
			-free use of spacious function hall with 50 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		
			<b>other terms and conditions:</b>		
			-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		
			-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 (notarized) X-X <i>Learning Reflection Workshop on Strengthening POCs          and Formulation of the Regional Peacebuilding and          Development Framework and Agenda on March 26-27,          2018 @ Medina, Misamis Oriental</i>	
--	--	---	--

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)

**GLYNN ANTHONY ABALOS**  
 MLGOO -Medina

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

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

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

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

**RODELYN ESPRA**  
 canvasser