

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

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

**March 1, 2018**

**ABC: Php 85,600.00**

**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
	13	pax	<b>March 6, 2018</b> Breakfast (near laguindingan airport)		
	50	pax	AM Snacks (packed)		
	50	pax	Lunch (near laguindingan airport)		
	50	pax	PM Snacks (near laguindingan airport)		
	8	pax	Room Accommodation (near laguindingan airport) <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 80 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> -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>Conduct Marawi City MDM Technical Working Group Exit Conference on March 6, 2018</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)

**ROSITA E. LAGANG**  
AO V/GSSection

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

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

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

**NORMAN A. RAMOS**

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

canvasser