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

PhilGEPS Reg. No. _____ **February 9, 2018**

ABC: Php 254,260.00

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
			February 28, 2018		
	30	pax	Dinner		
	30	pax	Room Accommodation		
			March 1, 2018		
	70	pax	Breakfast		
	126	pax	AM Snacks		
	126	pax	Lunch		
	126	pax	PM Snacks		
	126	pax	Dinner		
	80	pax	Room Accommodation		
			March 2, 2018		
	126	pax	Breakfast		
	126	pax	AM Snacks		
	126	pax	Lunch		
	126	pax	PM Snacks		
	30	pax	Dinner		
	30	pax	Room Accommodation		
			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		
			with the following requirements:		
			-3 main courses + soup (buffet style)		
			-fruits sweets after meals		
			-air-conditioned room triple occupancy		
			-free use of spacious function hall with 130-140 persons		
			-spacious parking area for the expected participants/guests		
			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 accommodate 130-		
			-free backdrop tarpaulin (lay-out will be provided)		
			-free provision of water dispenser at the function hall		
			other terms and conditions:		
			-charges on the first day is guaranteed		
			-starting on the second day charges should be based on		
			-should attach guests folio with guests name and signature		
			-should attach detailed billing on number of pax billeted		
			-should attach menu served during the activity		
			(upon submission of billing/SOA)		
			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		
			2018 Consultative Conference on Locally Funded Projects with the MLGOOs/Cluster Heads/Program Managers and DILG Engineers of Region 10 on March 1-March 2, 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
AO V/GSSection

_____
(Name and Signature of Authorized Representative)

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

NORMAN A. RAMOS
canvasser