

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

PhilGEPS Reg. No. _____

February 2, 2018

ABC: Php 82,800.00

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
			February 14, 2018 (Bukidnon and Camiguin)		
	58	pax	AM Snacks		
	58	pax	Lunch		
	58	pax	PM Snacks		
			February 15, 2018 (Mis Or, Iligan and CDO)		
	56	pax	AM Snacks		
	56	pax	Lunch		
	56	pax	PM Snacks		
			x-x with the following requirements: -3 main courses + soup (buffet style) -fruits sweets after meals -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 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 30-40 units of laptop -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 actual (subject to changes in quantity) -should attach detailed billing on number of pax billeted -should attach menu served during the activity (upon submission of billing/SOA) x-x POPS Plan Review for batches - under GIZ COSERAM on February 14-15, 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 :

(Name and Signature of Authorized Representative)

Date: _____

Address : _____

Contact Number: _____

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

ROSITA E. LAGANG
AU V/GSSection

NORMAN A. RAMOS
canvasser