Republic of the Philippines
Cebu Normal University
Osmeña Blvd., Cebu City,6000, Philippines
Supply Office
Telephone No. (+63 32) 254 1452 loc. 131
Email: supplyofficer@cnu.edu.ph
Website: www.cnu.edu.ph

REQUEST FOR QUOTATION

CANVASS No .: 22-08-526
Advertisement No. _____
Purchase Request 22-08-526

Name of Supplier/Company : _____
Company Address/Tel./Fax#.: _____
Philgeps Registration No. : _____
BIR Tin No. : _____
DBP Bank Account(No Bank Charge): _____
If none DBP Bank Account, Charges May Apply to Suppliers Account

Gentlemen:

Please quote your lowest price on the item/s listed below this page stating the shortest time of delivery and submit your quotation duly signed by your representative not later than August 16, 2022

DIOSDADO B. CENIZA
Supply Officer

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
	1	lot	Hotel Accommodation and Meals		
			August 23, 2022 (Resource Person & Facilitator Check-in		
			for 2 days / nights)		
			Package inclusive of the ff. for 15 pax:		
			>7 rooms for two (2) and 1 single room accommodation		
			>Free breakfast for all check-in guests		
			>Free WiFi Access		
			August 23-24, 2022 (Use of Function Room for 15 pax		
			for 2 days for Facilitators /RPs)		
			>Lunch, AM & PM Snacks and Dinner for 15 pax		
			>free flowing coffee and water		
			August 24,2022 (Actual Day Function Room for 30 pax)		
			>use of function room for 30 pax		
			>free flowing coffee and water		
			>lunch, AM & PM Snacks		
			Requirement for Function Room:		
			>standard seminar set-up		
			>white screen for projection and projector set up		
			>secretariat table		
			>tarpaulin for backdrop and signages		
			>full use of sound system with mic and lights		
			>Free WiFi Access		
			>platform / stage		

NOTE :
1. DELIVERY PERIOD IS WITHIN_____CALENDAR DAYS.
2. WARANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES AND MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
3. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS.
4. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT.
5. THIS FORM SHALL BE ENCLOSED IN AN ENVELOPE AND SEALED BY THE BIDDER HIMSELF.

After having carefully read and accepted your General Conditions, I / We quote you on the items at prices written above.

Printed Name / Signature of Supplier /Contractor

Canvasser Signature

Date

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