



REQUEST FOR QUOTATION

CANVASS No. : 23-03-202
 Advertisement No. _____
 Purchase Request No. 23-03-202

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 March 10, 2023.

DIOSDADO B. CENIZA
 Supply Officer

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
	1	lot	MEALS, ACCOMMODATION AND VENUE		
			3 full board conference amenities inclusive of:		
			for 25 participants (March 15-17,2023)		
			>11 rooms - Twin sharing (22 Participants)		
			>3 room single share (3 Resource Person)		
			Check in date: March 15,2023		
			Check out date: March 18,2023		
			22 pax x 3 days		
			3 pax x 3 days		
			>Managed Buffet breakfast w/ one round of drink		
			>Morning snack w/ one round of drink		
			>Managed Buffet lunch w/ one round of drink		
			>Afternoon snack w/ one round of drink		
			>Managed Buffet dinner w/ one round of drink		
			>Free-flowing coffee		
			>Projector		
			>Use of function room for 8-12 hours		
			>Provision of lobby signage		
			>Podium w/ microphones		
			>Provision of whiteboard w/ marker and eraser		
			>Water station		
			>Registration table		
			>Free use of WIFI @ the function room		
			>At least 100mbps internet speed		
			Hotel Accreditation;		
			Department of Tourism Classification: 4 star Hotel		

NOTE :

1. DELIVERY PERIOD IS WITHIN _____ CALENDAR DAYS.
2. WARRANTY 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.

 Canvasser Signature

 Printed Name / Signature of Supplier / Contractor

 Date



Certification Date: 1 February 2021
 Recertification due date: 24 January 2024 For verification of the certificate please access www.gci-intl.com (Certification check and type the registration number)

SDF-USO-206-003-01

