



Republic of the Philippines
Cebu Normal University

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Supply Office

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REQUEST FOR QUOTATION

CANVASS No. : 23-05-389

Advertisement No.
Purchase Request
No. 23-05-389

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 May 12, 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 (May 24-26,2023)		
			>13 rooms - Twin sharing (25 Participants)		
			Check in date: May 24,2023		
			Check out date: May 26,2023		
			25 pax x 3 days		
			>Managed Buffet breakfast & Lunch w/ one round of drink		
			>Morning & Afternoon snack w/ one round of drink		
			>Managed Buffet Dinner w/ one round of drink		
			>Free-flowing coffee		
			>Water station		
			>Free use of WIFI @ the function room		
			>STRONG internet connection Atleast 100 mbps internet speed		
			>Working Elevator for Participant's safety and convenience		
			>Use of function room for 8-12 hours with working air conditioning		
			>Provision of lobby signage		
			>Projector , Podium w/ microphones		
			>Provision of whiteboard w/ marker and eraser		
			>Registration table		
			>Extension outlets		
			>3 STAR Ratings		

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

Date

Canvasser Signature



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

SDF-USO-206-003-01

