



Republic of the Philippines
Cebu Normal University

Osmeña Blvd., Cebu City, 6000, Philippines

Procurement Unit

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REQUEST FOR QUOTATION

CANVASS No. : 23-06-507
 Advertisement No. _____
 Purchase Request No. 23-06-507

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 July 5, 2022.

Honey Grace M. Irizari
HONEY GRACE M. IRIZARI
 Focal Person for Procurement Activities

| Item No. | Qty | Unit | ITEM & DESCRIPTION | Unit Price | Total |
|----------|-----|------|--|------------|-------|
| | 1 | lot | MEALS, ACCOMMODATION AND VENUE | | |
| | | | 3 full board conference amenities inclusive of: | | |
| | | | for 6 Resource Speakers (July 20-21, 2023) | | |
| | | | >6 single rooms - (6 Resource Speakers) | | |
| | | | Check in date: July 20, 2023 | | |
| | | | Check out date: July 21, 2023 | | |
| | | | 6 pax x 2 days (Accommodation) | | |
| | | | Meals for 100 pax (July 21, 2023) | | |
| | | | >Morning & Afternoon snack w/ one round of drink | | |
| | | | >Managed Lunch Buffet w/ one round of drink | | |
| | | | >Free-flowing coffee | | |
| | | | >Water station | | |
| | | | >Free use of WIFI at the function room | | |
| | | | >STRONG internet connection Atleast 100mbps 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 white board w/ marker and eraser | | |
| | | | >Registration table | | |
| | | | >Extension outlets | | |
| | | | >3 STAR RATINGS | | |

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

SDF-USO-206-003-01



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



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