



**REQUEST FOR QUOTATION**

CANVASS No. : 23-07-571  
 Advertisement No. \_\_\_\_\_  
 Purchase Request No. 23-07-571

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 20, 2023.

**HONEY GRACE M. IRIZARI**  
 Focal Person for Procurement Activities

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
	1	lot	FULL BOARD MEALS, ACCOMMODATION AND CONFERENCE ROOM		
			package inclusive of the ff for 52 pax: ACCOMMODATION		
			Check in date: August 8, 2023		
			Check out date: August 11, 2023		
			Single occupancy room (12 pax) x 4 days and 3 nights		
			15 double occupancy room (30 pax) x 4 days and 3 nights		
			Check in date: August 7, 2023		
			Check out date: August 11, 2023		
			5 double occupancy room (10 pax) x 5 days and 4 nights		
			Day 1 Meal: August 7, 2023 (10 pax)		
			Dinner with one round of drinks		
			Day 2-4 Meals: August 8-10, 2023 (52 pax)		
			Buffet Breakfast, Lunch, Dinner and AM&PM snacks per day with one round of drinks		
			Day 5 Meal: August 11, 2023 (52 pax)		
			Buffet Breakfast, Lunch and AM&PM snacks with one round of drinks		
			>use of function room for 52 pax for 12 hours for 4 days		
			>early check-in >free breakfast for all check-in guests		
			>free flowing brewed coffee and water		
			>strict security for the participants (Mayors)		
			>wide & safe parking lot		
			> Free use of WIFI at the function room		
			>Strong internet connection Atleast 100mbps internet speed		
			>round table with seats >platform/stage		
			>standard seminar set-up >white screen for projection/ projector		
			>secretariat table > tarpaulin for backdrop and signages		
			>use of lobby for poster boards		
			>full use of sound system with mic and lights		
			>LCD Projector >Extension outlets		
			>Provision of lobby signage		
			>At least 3 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 \_\_\_\_\_

SDF-USO-206-003-01



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



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