



Procurement Unit

Telephone No.: (+63 32) 254-6813
 Temporary Email: irizarh@cnu.edu.ph
 Website: www.cnu.edu.ph

REQUEST FOR QUOTATION

CANVASS No. : 23-09-700
 Advertisement No. _____
 Purchase Request No. 23-09-700

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 October 3, 2023.

HONEY GRACE M. IRIZARI

Focal Person for Procurement Activities

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
	1	lot	Full board Meals and Conference Venue Rentals for 50 participants on October 17-19, 2023		
			> Morning Snack with one round of drink		
			>Managed family style lunch with one round of drink		
			>Afternoon snack with one round of drink		
			>managed family style dinner with one round of drink		
			>free flowing coffee		
			>Projector		
			>Use of function room from 8-12 hours		
			> Provision of lobby signage		
			>Podium with microphones		
			>Provision of white board with marker and eraser		
			> Water station		
			>Registration Table		
			>Extension outlets		
			>Free use of WIFI @ the function room		
			>Atleast 100mbps internet speed		

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.

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.gcl-intl.com (Certification check and type the registration number)

