



**REQUEST FOR QUOTATION**

**CANVASS No. :** 23-10-765      **Name of Supplier/Company :** \_\_\_\_\_  
**Advertisement No.** \_\_\_\_\_      **Company Address/Tel./Fax#.:** \_\_\_\_\_  
**Purchase Request No.** 23-10-765      **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 18, 2023.

**HONEY GRACE M. IRIZARI**

Focal Person for Procurement Activities

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
	1	lot	Use of Function Room with food meals (Breakfast, AM Snacks, Lunch, PM Snacks with 4 courses menu, 1 dessert, rice and drink) 70 pax x 2 days on November 6-7, 2023		
			Function Room with airconditioned and good internet connection, overhead projectors and extension outlets, PA System, whiteboard, working space, welcome tarpaulin, writing pads with pencil		
			> food meals for the participants inclusive of AM and PM Snacks with free flowing coffee, breakfast and buffet lunch with 4 courses menu, 1 dessert rice and drink		
			>Preferably not in the crowded areas		
	1	lot	Hotel Accommodation inclusive of Breakfast, Lunch, Dinner, AM and PM Snacks		
			> 1 single bedroom		
			> check in on November 5, 2023, check out on November 8, 2023 in the morning for 1 pax « 3 nights		
			5 November 5, 2023 - Dinner		
			> November 6, 2023 - Breakfast, Lunch and Dinner		
			> November 7, 2023 - Breakfast, Lunch and Dinner		
			• November 8, 2023 - Breakfast		

**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.**

\_\_\_\_\_ **Printed Name / Signature of Supplier / Contractor**  
 \_\_\_\_\_  
 \_\_\_\_\_ **Date**

\_\_\_\_\_ **Canvasser Signature**

**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-inf.com](http://www.gcl-inf.com) (Certification check and type the registration number)

VV UR | WITH REAL IMPACT



Registration No. 52Q18778