



### REQUEST FOR QUOTATION

**CANVASS No.:** 23-10-759  
**Advertisement No.** \_\_\_\_\_  
**Purchase Request No.** 23-10-759

**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 17, 2023.

*[Signature]*  
**HONEY GRACE M. IRIZARI**  
Focal Person for Procurement Activities

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
	1	lot	Venue Rental with Full board meals: 11 pax x 3 days (October 25-27, 2023) Breakfast >Morning snack w/ one round of drink >Buffet style lunch w/ one round of drink >Afternoon snack w/ one round of drink Dinner >Buffet style dinner w/ one round of drink >Free-flowing coffee >Projector >Use of Function Room for 8-12 hours >Provision of lobby signage >Podium with microphones >Provision of white board w/ marker and eraser >Water station >Registration table >Extension outlets >Free use of WiFi @ the function room >Atleast 100mbps internet speed		

**NOTE :**

- DELIVERY PERIOD IS WITHIN \_\_\_\_\_ CALENDAR DAYS.
- 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.
- PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS.
- BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT.
- 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  
Revan's last due date: 24 January 2024  
For verification of the certificate please access [www.cnu.edu.ph](http://www.cnu.edu.ph) (Registration track and type the registration number)

