



**CANVASS No. :** 23-10-771  
**Advertisement No.** \_\_\_\_\_  
**Purchase Request No.** 23-10-771

**REQUEST FOR QUOTATION**

**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 20, 2023.

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

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
		lot	Full Board Accommodation - 4 days Meals (Breakfast, Lunch, Dinner, AM&PM Snacks) and Function Room for Resource Person /Expert Reviewer/TAPP Resource Person / Organizer/ Team Facilitator /Team DOH/ Participants (40 pax x 4 days) Check in: November 27, 2023 ; Check out: December 01, 2023 > Managed Buffet breakfast w/ one round of drinks for all checked-in guests (4 days) > Morning snack w/ one round of drink (4 days) November 28 - December 01, 2023 > Afternoon snack w/ one round of drink (4 days) November 28 - December 01, 2023 > Managed Buffet lunch w/ one round of drink (4 days) November 28 - December 01, 2023 > Managed Buffet Dinner w/ one round of drink (4 nights) November 27 - November 30, 2023 Menu Choices: Plain rice, 3 main courses, 1 dessert, assorted bread, and 1 soup. Additional Requirements: Function Room floor area: 160-200 (SQM) (L x W: 19.5 x x10.5 meters) with 3.5 - 4 meters Ceiling Height. > Can accommodate theater type with LED set-up. > Free use of at least Two (2) Projector with Projector Screen with 5,000 Lumens and Cord Splitter > With extension cords, 3 microphones and other technical tools. > Provision of lobby signage > Use of function room from 8 – 15 hours, > Podium w/ microphones > Provision of white board w/ marker and eraser > Registration table > Water station > Free Flowing Tea and Coffee > Fast Internet Speed of at least 20 Mbps internet bandwidth > Free use of WIFI @ the function room and guest rooms > well lit, well ventilated and spacious function room > Free Use of Hair Dryer. >Free use of Dry/Steam Iron for Cloth (1 per room for 3 days) with Iron Stand > with Hot and Cold shower for all Rooms > with individual room slippers >AWAY FROM FLOOD-PRONE AREAS IN CEBU CITY >LOCATED IN UPTOWN AREA		

**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

Canvasser Signature

Date

SDF-USO-206-003-01



Registration No. 2210776



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