



Republic of the Philippines
Cebu Normal University

Osmeña Blvd., Cebu City, 6000, Philippines

Procurement Unit

Telephone No. : (+63 32) 254-6813

Temporary Email: irizarhi@cnu.edu.ph

Website: www.cnu.edu.ph



REQUEST FOR QUOTATION

CANVASS No. : 23-10-827

Advertisement No. _____

Purchase Request No. 23-10-827

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 31, 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 only for 31 participants (November 20-22, 2023) 31 pax x 3 days >Managed buffet breakfast w/ one round of drink > Morning Snack with one round of drink >Managed buffet lunch with one round of drink >Afternoon snack with one round of drink >Managed buffet 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 >DOT Accredited establishment with rating classification: 4 star		
	1	lot	Hotel Accommodation with meals for the Resource Speakers 2 pax x 3 nights > 2 rooms >Check in date: November 19, 2023 >Check out date: November 22, 2023		

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



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