



REQUEST FOR QUOTATION

CANVASS No. : 23-11-890

Advertisement No. _____

Purchase Request No. 23-11-890

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 November 13, 2023.

HONEY GRACE M. IRIZARI

Focal Person for Procurement Activities

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
			November 16, 2023		
	1	lot	Full board meals and conference venue for 55 participants (Admin Officials/Department Head)		
			Managed buffet breakfast with 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		
			Free-flowing coffee		
			Projector		
			Use of function room from 8am-5pm		
			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		
			At least 100 mbps internet speed		
			DOT accredited establishment with rating classification: hotel		
			November 17, 2023		
	1	lot	Full board meals and conference venue for 105 participants (Non-Teaching, Department Chairs, etc.)		
			Managed buffet breakfast with 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		

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



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