



REQUEST FOR QUOTATION

CANVASS No. : **23-11-903**

Advertisement No. _____

Purchase Request No. **23-11-903**

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 24, 2023.

HONEY GRACE M. IRIZARI

Focal Person for Procurement Activities

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
	1	lot	MEALS, ACCOMMODATION AND VENUE		
			2 full board conference amenities inclusive of:		
			for 15 participants (December 4-5, 2023)		
			>8 rooms - Twin Sharing (2 single bed per room)		
			Check in date: December 4, 2023		
			Check out date: December 6, 2023		
			>Managed buffet breakfast w/ one round of drink		
			>Morning snack w/ one round of drink		
			>Managed buffet lunch w/ one round of drink		
			>Afternoon snack w/ one round of drink		
			>Managed buffet dinner w/ one round of drink		
			>Free-flowing coffee		
			>Projector		
			>Use of function room for 8-12 hours		
			>Provision of lobby signage		
			>Podium w/ 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 :

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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