



Cebu Normal University

Osmesa Blvd., Cebu City 6000, Philippines

Procurement Unit

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REQUEST FOR QUOTATION

CANVASS No.: 23-11-929

Advertisement No.

Purchase Request No. 23-11-929

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 29, 2023.

HONEY GRACE M. IRIZARI

Focal Person for Procurement Activities

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
	1	lot	Events set-up and coordination for the investiture		
			w/ technical Rehearsal on December 14, 2023		
			Inclusive of:		
			Technical Requirements:		
			Professional Sound System		
			Professional Lighting System		
			3 set LED Wall; P3 Model; each set is 9x12 ft;		
			one set for Main Stage, 1 left side of stage and 1 right side of the stage		
			U-Truss System (aluminum U-Truss for mounting lights)		
			Stage set up with installation of take down and egress;		
			marine Plywood; including delivery;		
			overall stage size is 16x32x2 ft		
			Live-Feed Set Up; one camera set up		
			3 days management included technical rehearsal and		
			final rehearsal and program		
			MANPOWER AND SERVICES		
			Pre-Event Staff		
			□ Event Coordinator		
			□ Ingress & Egress Coordinator, to supervise Ingress,		
			Set Up, Take Down, and Egress		
			On-The-Day of the Event		
			□ Senior Event Coordinator/ Roving Event Coordinator,/		
			Event Coordinators,/ Technical Director,/ Floor Director,/		
			Stage Manager,/Musical Spinner,/ Graphic Artist;		
			including static and motion graphics for all Key Visuals, /		
			Production Assistant		
			EVENT MANPOWER AND EQUIPMENT LOGISTICS		
			□ Logistics during Pre-Event, Ingress and Set Up		
			□ Logistics during Egress and Takedown		

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



Certification Date: 1 February 2021
Registration due date: 24 January 2024
For verification of the website please
search www.ais-001.com (Certification
search and type the registration number)



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