




REQUEST FOR QUOTATION

Standard Form No.: SF-GOOD-60
 Revised on: May 24, 2004
 Standard Form Title: Request for Quotation

Supplier: Requesting Unit:
 Address: PR No.: 2018-05-115
 Telephone No.: Quotation No.: 2018-05-106
 e-Mail: Date: May 23, 2018
 Date received by the Supplier: ABC: Php 513,300.00.

Please quote your lowest price on the item/s listed, subject to the General Conditions below, stating the shortest time of delivery and **submit your quotation in a sealed envelope** duly signed by your representative not later than 5-29-2018 @ 11:00 A.M.


SORAYA T. FACULO, PhD. *5/23*
 OIC-Assistant School Division Superintendent
 Chairman, Bids and Awards Committee *mf*

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement

Note:

- ✓ **Submit RFQ together with the requirements**
- ✓ All entries must be typewritten or legibly written.
- ✓ Delivery period within _____ Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

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Item No.	Qty	Unit	Item Description	Unit Price	Total Price
1	88	Pax	Accommodation, Big Function Room and Meal Package <u>Meal Inclusion:</u> Day 1: June 6, 2018 Buffet Dinner Lodging Day 2: June 7, 2018 Breakfast AM Snacks Managed Buffet Lunch PM Snacks Managed Buffet Dinner Lodging Day 3: June 8, 2018 Breakfast		
2	30	Pax	Lunch and AM Snacks for the performers on Day 2 (June 7, 2018)		
3	2	Unit	Hotel shuttle/van rental		
4	1	Piece	Hotel decoration/backdrop/tarpaulin 6ft. x 11ft.		
			**Note: Buffet style food service Board and lodging Free flowing coffee, milo, tea and water Free Wi-Fi connection LCD Projector for the session hall Welcome streamer		

			<i>Backdrop for stage</i> <i>Maximum 4 persons per room</i> <i>1 big session hall with tables and chairs</i> <i>2 movable white boards</i> <i>Function Audio System and plugs</i> <i>At least 3 microphone</i> <i>Holding room</i> <i>In house Menu</i>		
				TOTAL	

Date of Event: June 6-8, 2018

Purpose: Meals, accommodation with conference hall and Hotel Shuttle/Van for the participants during the conduct of INFORMATION DRIVE on THE INTERNATIONAL PARTNERSHIP COMMITMENT IN BASIC EDUCATION

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

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Signature over Printed Name

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Date/Telephone No.

Canvassed by: