




## REQUEST FOR QUOTATION

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

Supplier:  
 Address:  
 Telephone No.:  
 e-Mail:  
 Date received by the Supplier:

Requesting Unit:  
 PR No.: 2019-09-195  
 Quotation No.: 2019-07-198  
 Date: October 24, 2019  
 ABC: 180,000.00

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 November 6, 2019 @ 9am

  
**JULIET C. SANNAD**  
 Chief- Curriculum Implementation Division  
 Chairman, Bids and Awards Committee

**REQUIREMENTS:**

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate

**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.

**POSTED IN PHILGEPS**

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	75 x 2 Days	Pax	Board and Lodging (Outside Baguio city and Benguet) with the following Inclusions: -Triple sharing room -Meals and snacks will be served (2 breakfast, 2 lunch, 3 dinners, 4 snacks) -In house menu with over flowing coffee and tea during sessions -Complimentary use of function room that can accommodate 75 pax -Function rooms should be fully air-conditioned -Sound system and audio visual equipment and materials such as LCD with white screen, whiteboard with pens, pencils with eraser, papers and at least two (2) microphones with stand -With free tarpaulin (7x10ft) -Relatively good Wi-Fi access -Stand-by hotel personnel during sessions -With free 4 fruits baskets that will serve as token for speakers *Note: All meals should have at least HALAL Food. Meals and snacks will be served hot and inclusive of free-flowing coffee, tea and service water.		

				<b>TOTAL</b>	
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Date of Event: November 14 to 16, 2019

Purpose: Capacity Building on Basic DRRM for School DRRM Coordinators CUM Contingency Planning.

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

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
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\_\_\_\_\_  
Date/Telephone No.

Canvassed by: