


## 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.: 2019-09-227
Telephone No.:	Quotation No.: 2019-07-204
e-Mail:	Date: October 25, 2019
Date received by the Supplier:	ABC: 521,100.00

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 2:00am

  
**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	Pax		Accommodation -Single beds 2-3/ room -Use of conference room included; with comfortable sitting capacity for 80 pax; with at least 12 tables -Low noise interference from adjacent conference halls -Use of LCD projector and AV equipment included; at least 3 microphones with stands -Strong Wi-Fi signal; able to carry 80 simultaneous connections for the online evaluation and internet browsing for research -Parking space		
	Pax	65	Night 1		
	Pax	80	Night 2/3		
	Pax	30	Night 4		
2	Pax	80	Meals Breakfast, Day 2/3/4		
3	Pax	30	Day 5		
4	Pax	80	Lunch, Day 2/3/4		
5	Pax	65	Dinner Day 1		
6	Pax	80	Dinner Day 2/3		
7	Pax	65	Day 4		
8	Pax	65	Snacks, Day 1 PM		
9	Pax	80	Day 2/3/4 AM/PM		

			*Please see attached document		
				<b>TOTAL</b>	

Date of Event: November 11 to 15, 2019

Purpose: Training on the universal prevention curricula (UPC) for substance use

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:



### TECHNICAL SPECIFICATIONS

GENERAL DESCRIPTION		QUANTITY/UNIT	AMOUNT (PhP)		
<b><i>Training on the Universal Prevention Curricula (UPC) for Substance Use</i></b> <b><i>Schedule: November 11-15, 2019</i></b> <b><i>Venue: To be procured</i></b> <b><i>End-User: Maria Clotilde Corazon H. Zosa</i></b>					
	<i>Nov. 11</i>	<i>Nov. 12</i>	<i>Nov. 13</i>	<i>Nov. 14</i>	<i>Nov. 15</i>
<b><i>Breakfast</i></b>		80 pax	80 pax	80 pax	30 pax
<b><i>AM Snack</i></b>		80 pax	80 pax	80 pax	
<b><i>Lunch</i></b>		80 pax	80 pax	80 pax	
<b><i>PM Snack</i></b>	65 pax	80 pax	80 pax	80 pax	
<b><i>Dinner</i></b>	65 pax	80 pax	80 pax	65 pax	
Arrival : November 11, 2019 first meal is PM Snack Last day: November 15, 2019 last meal is Breakfast					
<b>Venue and meals for the Activity has the following specifications:</b> <ul style="list-style-type: none"> <li>• Twin / Triple sharing single bed with hot and cold shower with toiletries;</li> <li>• Use of Conference Hall included;</li> <li>• With a comfortable sitting capacity of 80 pax;</li> <li>• With at least 12 tables;</li> <li>• Low noise interference from adjacent conference halls;</li> <li>• Use of LCD projector and AV equipment included;</li> <li>• At least 3 microphones with stands;</li> <li>• Strong WiFi connectivity; able to carry 80 simultaneous connections for the online evaluation and internet browsing for research;</li> <li>• Wide Parking space;</li> <li>• In-house menu (please attach menu choices)</li> <li>• Flowing coffee/chocolate and tea during sessions</li> <li>• Stand-by hotel personnel during sessions</li> </ul>					
<b>APPROVED BUDGET FOR THE CONTRACT</b>					<b>521,100.00</b>