



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.: 2019-09-241
 Quotation No.: 2019-07-212
 Date: November 11, 2019
 ABC: 506,000.00

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 20, 2019 @ 9am

[Signature]
JULIET C. SANNAD
 Chief- Curriculum Implementation Division
 Chairman, Bids and Awards Committee

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. 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.

POSTED IN PHILGEPS

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
1	230	Pax	Hotel with function hall that can accommodate 230 pax for 3 days with the following specifications: *4 microphones, laptop, and LCD, functional sound system, with tables and chairs for workshop *4 rooms for breakout sessions with laptops and functional sound system *Snacks should be healthy more on fruits, vegetables and pure fruit juices. *Lunch (served with drinks and soup) *In-house menu should be a mixture of chicken, beef/ pork and fish with vegetables *Dessert: fruits or fruit salad *Overflowing coffee and tea *Candies and finger food shall be served during the afternoon sessions.		
TOTAL					

Date of Event: January 15 to 17, 2020

Purpose: Meals and venue for the conduct of Midyear convergence of SDO- Baguio City non-teaching employees.

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: