




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.: 2019-11-288
Telephone No.:	Quotation No.: 2019-07-214
e-Mail:	Date: November 11, 2019
Date received by the Supplier:	ABC: 84,000.00

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 19, 2019 2:00pm


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

REQUIREMENTS:

- Mayor's / Business permit
- 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	28 x 2 Days	Pax	Board and lodging (outside Baguio city and Benguet, San Juan La Union) 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 overflowing 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 (7x10 ft) *Relatively good Wi-Fi access *Stand-by hotel personnel during sessions *With free 4 fruit baskets that will serve as token for speakers.		
				TOTAL	

Date of Event: December 3 to 5, 2019

Purpose: Meals and snacks with venue on the conduct of the Basic disaster risk reduction and management (CDRRM) for Division office personnel.

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

Signature over Printed Name

Tim

Date/Telephone No.

Canvassed by: