



REQUEST FOR QUOTATION

Project Reference Number:
 Name of the Project:
 Location of the Project:

Date: _____
 Quotation No. _____

Company Name _____
 Address _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached herewith.

MANDY D. BERNARDO
 Procurement Officer

- NOTE:
1. THE APPROVED BUDGET FOR THE CONTRACT IS _____.
 2. ALL ENTRIES MUST BE TYPEWRITTEN.
 3. DELIVERY PERIOD WITHIN _____ CALENDAR DAYS.
 4. WARRANTY SHALL BE FOR A PERIOD OF three (3) MONTHS FOR NON-EXPENDABLE SUPPLIES ONE (1) YEAR NON-EXPENDABLE SUPPLIES FROM DATE ACCEPTANCE BY THE PROCURRING ENTITY.
 5. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS.
 6. PHILGEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION.
 7. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERED.

ITEM No.	Unit	ITEM & DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	lot	Hotel and Accomodation for 45pax	1		
		Function Hall			
		LCD Projector			
		Wide Screen			
		Basic Sound System and Microphones			
		Stage			
		Podium			
		Free wifi access			
		White board			
		Set of Pads and Pencil/pen			
		Free coffee			
		Basic Table Set-up			
		Rooms			
		4 Single Deluxe Room			
		5 Twin Sharing Deluxe Room			
		10 Triple Sharing Deluxe Room			
		Inclusions			
		Option for additional single bedding			
		LED TV			
		Bathroom			
		Mini Fridge			
		Coffee and Tea Kettle			
		Wifi Access			
		Wardrobe Cabinet			
		Toiletries			
		Towels and beddings			
		Foods			
		July 27, 2023			
		Plated AM Snack			
		Buffet Lunch			
		Plated PM Snack			
		Buffet Dinner			
		July 28, 2023			
		Breakfast			
		Plated AM Snack			
		Buffet Lunch			
		Plated PM Snack			
		Buffet Dinner			
		July 29, 2023			
		Breakfast			
		Plated AM Snack			
		Buffet Lunch			
		Plated PM Snack			
		Dinner (Packed for Take out)			
		for meals (at least)			
		1 soup			
		3 viands			

Brand and Model _____ Item No. _____
 Delivery Period: _____
 Warranty: _____
 Price Validity: _____

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

Printed Name / Signature _____
 Tel. No. / Cellphone No. _____
 e-mail address _____
 Date _____

