



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office 02
Regional Government Center, Carig Sur, Tuguegarao City, Cagayan
Tel. No.: 078.304.5378/304.1978/304-7378, Fax No. : 078.304.9345

REQUEST FOR QUOTATION
30 July 2018

PROCUREMENT NAME : **Provision of Meals and Accommodation for the conduct of RS4LG Diagnosis Workshop on August 14-16, 2018 in Tuguegarao City, Cagayan**

APPROVED BUDGET FOR THE CONTRACT : **₱276,390.00**

Contractor's Name : _____
Address : _____

INSTRUCTIONS

1. Please quote your best offer for the items listed in the attached Canvass form.
2. Submit sealed quotation duly signed by you or your authorized representative at DILG Regional Office No. 02, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan thru the BAC Secretariat **not later than August 3, 2018 at 2:00pm** together with the following documentary requirements:
 - a. Mayor's/Business Permit;
 - b. PhilGEPS Registration Number;
 - c. Income/Business Tax Return
 - d. Omnibus Sworn Statement.

For any clarification, you may contact Ms. Magdalena C. Oranda, Chairperson of the BAC Secretariat at (078) 304-7378/1978.


DIGNA R. HERRERA
BAC Chairperson



July 30, 2018

CANVASS FORM

(Catering)

Bidder:
LBP Account No.:

Sir/Madam:

Please quote your lowest price for the catering services of meals and snacks in accordance with the menu/viands to be served.

Quotations for catering services shall include Menu to be served; for Lodging services, include information on maximum capacity to be accomodated per room and size of room.

Note:

All bids shall be submitted in sealed envelopes duly signed/initialed by the bidder/supplier not later than August 6, 2018.

Please specify if VAT or Non-VAT

Please indicate Tax Identification Number (TIN) in the Canvass Form

Table with 5 columns: Qty, Unit, DESCRIPTION, Unit Price, Amount. Content includes 'PROVISION OF MEALS & ACCOMMODATION FOR THE CONDUCT OF RS4LG DIAGNOSIS WORKSHOP' and itemized list for Day 1-3 (August 14-16, 2018) with breakfast, snacks, lunch, dinner, and lodging.

Please prepare your quotation in triplicate, place in a sealed envelope and send it either by mail or your messenger addressed to the DILG Region 02, Tuguegarao City, which submitted quotations will be opened in the presence of all interested parties on _____ at _____ AM/PM at the aforementioned office

Signature of Bidder
Signature of Canvasser
Date :

Very Truly Yours

DIGNA R. HERRERA
BAC Chairperson