



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

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**REQUEST FOR QUOTATION**  
27 December 2018

**PROCUREMENT NAME:**            **Catering Services during the ROPMT Meeting for CY 2019**

**APPROVED BUDGET :**            **₱ 88,920.00**

**Supplier/Contractor :** \_\_\_\_\_  
**Address :** \_\_\_\_\_

**INSTRUCTIONS**

1. Please quote your best offer for the items listed in the attached Canvass.
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 31 December 2018 at 10:00 AM** together with the following documentary requirements:
  - a. Mayor's / Business Permit;
  - b. PhilGEPS Registration Number
  - c. Income/Business Tax Return
  - d. Omnibus Sworn of Statement

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

  
**LORNA M. DURWIN**  
BAC Vice Chairperson



December 27, 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 **December 31, 2018**.

Please specify if VAT or Non-VAT

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

Qty	Unit	DESCRIPTION	Unit Price	Amount
<b>PROVISION OF MEALS DURING THE ROPMT MEETINGS FOR 2019</b>				
13	pax	<b>AM Snacks</b>		
13	pax	<b>Lunch</b>		
13	pax	<b>PM Snacks</b>		
13	pax	<b>Dinner</b>		
		X-X-X-X-X-X-X-X		
		<b>ABC      Php 88,920.00</b>		

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

Very Truly Yours

Signature of Bidder \_\_\_\_\_

Signature of Canvasser \_\_\_\_\_

  
**LORNA M. DURWIN**  
 BAC Vice Chairperson

Date : \_\_\_\_\_