



REQUEST FOR QUOTATION
27 December 2018

PROCUREMENT NAME: **Catering Services during the 2018 Audit
Exit Conference to be conducted on the 1st
Semester of 2019**

APPROVED BUDGET : **₱ 11,100.00**

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
PROVISION OF MEALS DURING THE 2018 AUDIT EXIT CONFERENCE TO BE CONDUCTED ON THE 1st SEMESTER OF 2019				

98	pax	AM Snacks		
98	pax	Lunch		
98	pax	PM Snacks		
98	pax	Dinner		
		x-x-x-x-x-x-x		
		ABC Php 11,100.00		

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

LORNA M. DURWIN
 BAC Vice Chairperson

Signature of Canvasser

Date : _____