



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

September 12, 2019

Procurement Name : Procurement of meals and accommodation for Conduct of Training for Provincial Technical Assessment Committee (TAC) on CDP Assessment on September 25-26, 2019 in Tuguegarao City

Approved Budget for the Contract : ₱207,000.00

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. 2, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan thru the BAC Secretariat not later than September 18, 2019 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 Statement.

For any clarification, you may contact Ms. Arianne Bennevic B. Batugal, Chairperson of the BAC Secretariat at (078) 304-7378/1978.


DIGNA R. HERRERA
BAC Chairperson



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September 12, 2019

CANVASS FORM

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 September 18, 2019
 Please specify if VAT or Non-VAT
 Please indicate Tax Identification Number (TIN) in the Canvass Form

Qty	Unit	DESCRIPTION	Unit Price	Amount
		September 24, 2019		
25	pax	Dinner	P _____	P _____
25	pax	Lodging	P _____	P _____
		September 25, 2019		
50	pax	Breakfast	P _____	P _____
50	pax	AM Snacks	P _____	P _____
50	pax	Lunch	P _____	P _____
50	pax	PM Snacks	P _____	P _____
50	pax	Dinner	P _____	P _____
40	pax	Lodging	P _____	P _____
		September 26, 2019		
50	pax	Breakfast	P _____	P _____
50	pax	AM Snacks	P _____	P _____
50	pax	Lunch	P _____	P _____
50	pax	PM Snacks	P _____	P _____
50	pax	Dinner	P _____	P _____
7	pax	Lodging	P _____	P _____
		September 27, 2019		
7	pax	Breakfast	P _____	P _____
		X-X-X-X-X-X-X-X-X-X-X-X-X-X-X		

Venue: Tuguegarao City, Cagayan

ABC: **₱207,000.00**

Purpose: Conduct of Training for Provincial Technical Assessment Committee (TAC) on CDP Assessment on September 25-26, 2019 in Tuguegarao City

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

DIGNA R. HERRERA
 BAC Chairperson

Signature of Canvasser

Date : _____