



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 use during the Orientation and Roll-out on PPP 101 and Joint Venture on September 25-28, 2019

Approved Budget for the Contract : ₱214,500.00

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 19, 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.

A handwritten signature in blue ink, appearing to read 'Digna R. Herrera'.

DIGNA R. HERRERA

BAC Chairperson/A



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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 19, 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 25, 2019				
40	pax	Dinner	P _____	P _____
32	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 _____
32	pax	Lodging	P _____	P _____
September 27, 2019				
50	pax	Breakfast	P _____	P _____
50	pax	AM Snacks	P _____	P _____
50	pax	Lunch	P _____	P _____
50	pax	PM Snacks	P _____	P _____
2	pax	Lodging	P _____	P _____
September 28, 2019				
2	pax	Lodging	P _____	P _____
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X				

ABC: **P214,500.00**

Purpose: **For use during the Orientation and Roll-out on PPP 101 and Joint Venture on September 25-28, 2019**

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

  
**DIGNA R. HERRERA**  
 BAC Chairperson

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