



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**

November 5, 2019

Procurement Name : Procurement of meals and accommodation For the conduct of Regional Knowledge Forum 2019 and Good Case Practice Projects activity on November 18-20, 2019 (Presenters' Workshop)

Approved Budget for the Contract : ₱62,000.00



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 November 11, 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.

  
CATHERINE G. ALLAM-MIRANDA  
Alternate BAC Vice Chairperson 



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**CANVASS FORM**

Supplier/Contractor: \_\_\_\_\_

LBP Account No. : \_\_\_\_\_

TIN : \_\_\_\_\_

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 accommodated 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 November 11, 2019  
 Please specify if VAT or Non-VAT  
 Please indicate Tax Identification Number (TIN) in the Canvass Form

Qty	Unit	DESCRIPTION	Unit Price	Amount
		November 18, 2019		
45	pax	AM Snacks	P _____	P _____
45	pax	Lunch	P _____	P _____
45	pax	PM Snacks	P _____	P _____
45	pax	Dinner	P _____	P _____
		November 19, 2019		
17	pax	Breakfast	P _____	P _____
		November 20, 2019		
2	pax	Breakfast	P _____	P _____
		Lodging		
17	pax	-Check in: 12nn November 18, 2019	P _____	P _____
15	pax	-Check out: 12nn November 19, 2019	P _____	P _____
2	pax	-Check out: 12nn November 20, 2019	P _____	P _____
		x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x		

Venue: Tuguegarao City, Cagayan

ABC: **₱62,000.00**

Purpose: **For the conduct of Regional Knowledge Forum 2019 and Good Case Practice Projects activity on November 18-20, 2019 (Presenters' Workshop)**

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 Over Printed Name of Bidder

**CATHERINE G. ALLAM-MIRANDA**  
 Alternate BAC Vice Chairperson

Signature of Canvasser

Date :

# MENU

## **November 18, 2019**

AM SNACKS

LUNCH

PM SNACKS

DINNER

PANCIT CABAGAN & PINEAPPLE JUICE IN CAN

PINAKBET, SPECIAL BEEF CALDERETA

CHICKEN ADOBO

SWEET & SOUR FISH FILLET, FRUIT SALAD

CASSAVA CAKE & PINEAPPLE JUICE IN CAN

MONGGO W/ MALUNGGAY, PORK ADOBO

LECHON MANOK

SWEET & SOUR FISH FILLET, PINEAPPLE

## **November 19, 2019**

BREAKFAST

LONGSILOG W/ TOMATO & ATCHARA

## **November 20, 2019**

BREAKFAST

BEEF TAPA W/ RED EGG W/ TOMATO & ATCHARA