



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
28 March 2019

**PROCUREMENT NAME: Provision of Catering and Accommodation
Services for the conduct of 2019 Seal of Good
Local Governance (SGLG) Regional Orientation**

APPROVED BUDGET : ₱ 158,250.00

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 4 April 2019 at 10:00 AM** together with the following documentary requirements:
 - a. Mayor's Permit;
 - b. PhilGEPS Registration Number
 - c. Income/Business Tax Return
 - d. Omnibus Sworn of 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 'Catherine G. Allam-Miranda'.

CATHERINE G. ALLAM-MIRANDA
Alternate BAC Vice Chairperson



March 28, 2019

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 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 **April 4, 2019**.

Please specify if VAT or Non-VAT

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

Qty	Unit	DESCRIPTION	Unit Price	Amount
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Provision of Catering and Lodging Services for the conduct of 2019 Seal of Local Governance (SGLG) Regional Orientation on April 7-8, 2019


Qty	Unit	DESCRIPTION	Unit Price	Amount
		April 7, 2019		
25	pax	Dinner	P _____	P _____
25	pax	Lodging	_____	_____
		April 8, 2019		
120	pax	Breakfast	_____	_____
120	pax	AM Snacks	_____	_____
120	pax	Lunch	_____	_____
120	pax	Pm Snacks	_____	_____
120	pax	Dinner	_____	_____
		X-X-X-X-X-X-X-X		
		ABC		
		Venue		
		Php 158,250.00		
		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 _____

Signature of Canvasser _____


CATHERINE G. ALLAM-MIRANDA
 Alternate BAC Vice Chairperson

Date : _____