



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
7 March 2019

**PROCUREMENT NAME: Provision of Catering and Accommodation
Services for the conduct of Computer Based
Literacy Course I (CLiC I) on March 24-26, 2019**

APPROVED BUDGET : ₱ 70,000.00

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 14 March 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 blue ink signature of Digna R. Herrera, written in a cursive style.

DIGNA R. HERRERA
BAC Chairperson



March 7, 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 **March 14, 2019**.

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 Catering and Lodging Services for the conduct of Computer Based Literacy Course I (CLiC I) on March 24-26, 2019				

Qty	Unit	DESCRIPTION	Unit Price	Amount
Day 1				
10	pax	Dinner	P _____	P _____
10	pax	Lodging	_____	_____
Day 2				
25	pax	Breakfast	_____	_____
25	pax	AM Snacks	_____	_____
25	pax	Lunch	_____	_____
25	pax	Pm Snacks	_____	_____
25	pax	Dinner	_____	_____
10	pax	Lodging	_____	_____
Day 3				
25	pax	Breakfast	_____	_____
25	pax	AM Snacks	_____	_____
25	pax	Lunch	_____	_____
25	pax	Pm Snacks	_____	_____
		x-x-x-x-x-x-x-x		
		ABC	Php 70,000.00	
		Venue	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 : _____