



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 services for Documentation of DILG R2's STAR 2 Awarding Ceremony
Approved Budget for the Contract	:	₱70,000.00
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.

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

DIGNA R. HERRERA

BAC Chairperson



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CANVASS FORM

September 12, 2019
 Date

Supplier/Contractor: _____

LBP Account No. : _____

TIN : _____

Please quote your lowest price on the items listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than September 18, 2019 in the return envelope attached herewith.

DIGNA R. HERRERA
 BAC Chairperson

NOTE TO SUPPLIER/CONTRACTOR:

1. ALL ENTRIES MUST BE TYPEWRITTEN / WRITTEN IN INK
2. DELIVERY PERIOD WITHIN SEVEN (7) CALENDAR DAYS
3. WARRANTY SHALL BE FOR A PERIOD OF AT LEAST SIX (6) MONTHS FOR SUPPLIES & MATERIALS
 ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS
5. INDICATE PHILGEPS REGISTRATION NUMBER: _____
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING SPECIFICATIONS OF THE PRODUCTS BEING OFFERED
7. ALL BIDS SHALL BE SUBMITTED IN SEALED ENVELOPE DULY SIGNED/INITIALED BY THE BIDDER/SUPPLIER
8. PLEASE SPECIFY IF VAT OR NON-VAT
9. IF LEASE TO OWN, CONTRACT IS AT LEAST THREE EQUAL MONTHLY INSTALLMENTS

ITEM No.	ITEM AND DESCRIPTION	QTY	UNIT	UNIT PRICE
1	Audio-Visual Services	1	lot	
	-Documentation of the STAR 2 Awarding Ceremony on October 1, 2019 (Audio, Photo and Video Coverage)			
	-Provision of LED Screen for the Event			
	-Photoshoot for the STAR 2 People's Choice Nominees on September 30, 2019 and posting the same to their facebook page for advertisement			
	-Sam day edit			
	X-X-X-X-X-X-X-X-X-X-X-X-X-X			

ABC: ₱70,000.00

Purpose: Documentation of DILG R2's STAR 2 Awarding Ceremony

Brand and Model : _____
 Delivery Period : _____
 Warranty : _____
 Price Validity : _____

AFTER HAVING CAREFULLY READ AND ACCEPTED YOUR GENERAL CONDITIONS, I/WE QUOTE YOU ON THE ITEM AT PRICES NOTED ABOVE.

 Signature of Canvasser

 Date

 Printed Name/Signature

 Tel No./Cellphone No.: _____
 e-mail address : _____

 Date