



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

30 July 2018

PROCUREMENT NAME : **Provision of Meals and Accommodation for the conduct of RS4LG Diagnosis Workshop on August 14-16, 2018 in Tuguegarao City, Cagayan**

**APPROVED BUDGET
FOR THE CONTRACT :** **₱276,390.00**

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. 02, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan thru the BAC Secretariat **not later than August 3, 2018 at 2:00pm** 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. Magdalena C. Oranda, Chairperson of the BAC Secretariat at (078) 304-7378/1978.

(sgd.)
DIGNA R. HERRERA
BAC Chairperson

**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**

Region 02, Tuguegarao City

July 30, 2018

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 **August 6, 2018**.

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 MEALS & ACCOMMODATION FOR THE CONDUCT OF RS4LG DIAGNOSIS WORKSHOP				
		Day 1 - AUGUST 14, 2018		
83	pax	Breakfast	P _____	P _____
83	pax	Am Snacks	_____	_____
83	pax	Lunch	P _____	P _____
83	pax	PM Snacks	P _____	P _____
83	pax	Dinner	_____	_____
74	pax	Lodging	P _____	P _____
		Day 2- August 15, 2018		
83	pax	Breakfast	P _____	P _____
83	pax	Am Snacks	_____	_____
83	pax	Lunch	P _____	P _____
83	pax	PM Snacks	P _____	P _____
83	pax	Dinner	_____	_____
74	pax	Lodging	P _____	P _____
		Day 3- August 16, 2018		
83	pax	Breakfast	P _____	P _____
83	pax	Am Snacks	_____	_____
83	pax	Lunch	P _____	P _____
83	pax	PM Snacks	P _____	P _____
		X-X-X-X-X-X-X-X		
		ABC		
		Php 276,390.00		
		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 _____

Signature of Canvasser _____

Date : _____

(sgd.)
DIGNA R. HERRERA
 BAC Chairperson