



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

November 5, 2019

Procurement Name : Procurement of meals and accommodation For the participants during the Orientation on Competency Dashboard and Presentation of Learning and Development Plan cum Succession Planning Workshop

Approved Budget for the Contract : ₱82,000.00

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.

(sgd.)

CATHERINE G. ALLAM-MIRANDA
Alternate BAC Vice Chairperson



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November 5, 2019

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
11	pax	November 13, 2019 Lodging	P _____	P _____
35	pax	November 14, 2019 Breakfast	P _____	P _____
35	pax	AM Snacks	P _____	P _____
35	pax	Lunch	P _____	P _____
35	pax	PM Snacks	P _____	P _____
35	pax	Dinner	P _____	P _____
11	pax	Lodging	P _____	P _____
35	pax	November 15, 2019 Breakfast	P _____	P _____
35	pax	AM Snacks	P _____	P _____
35	pax	Lunch	P _____	P _____
35	pax	PM Snacks	P _____	P _____
		X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X		

Venue: Tuguegarao City, Cagayan

ABC: **P82,000.00**

Purpose: For the participants during the Orientation on Competency Dashboard and Presentation of Learning and Development Plan cum Succession Planning 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

Signature of Canvasser

Date : _____

(sgd.)

CATHERINE G. ALLAM-MIRANDA

Alternate BAC Vice Chairperson