



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

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## **REQUEST FOR QUOTATION**

July 18, 2019

**PROCUREMENT NAME: Provision of Catering Services for the conduct of  
DAGYAW on August 20,2019 in Tuguegarao City**

**APPROVED BUDGET : ₱ 250,000.00**

**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 25 July 2019 at 10:00 PM** 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.

(sgd.)

**CATHERINE G. ALLAM-MIRANDA**  
Alternate BAC Vice Chairperson



July 18, 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 **July 25, 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 Services for the conduct of DAGYAW on August 20, 2019***

Qty	Unit	DESCRIPTION	Unit Price	Amount
		<b>August 20, 2019</b>		
800	pax	AM Snacks	P _____	P _____
800	pax	Lunch	_____	_____
		X-X-X-X-X-X-X-X-X		
		<b>ABC      Php      250,000.00</b>		
		<b>Venue      Tuguegarao City</b>		
		Menu:		
		<b>AM Snacks</b>		
		Burger, Bottled Juice		
		<b>Packed Lunch</b>		
		Fried Chicken, Fish Fillet, Chopsuey, Rice, Banana,		
		Bottled Water		
		<b>* FREE overflowing coffee and water</b>		

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.)  
**CATHERINE G. ALLAM-MIRANDA**  
Alternate BAC Vice Chairperson