

Request for Quotation

Date : 10/16/2017
 Quotation No. RFQ 17-10-

 Company Name

 Address

Please quote your lowest price on the item/s listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached herein.

CECILIA L. OCHAVO-SAYCON
 Chief, Finance & Admin. Division
 Procuring Officer

- NOTE:**
- 1 ALL ENTRIES MUST BE TYPEWRITTEN
 - 2 DELIVERY PERIOD WITHIN _____
 - 3 WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MOTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY TE PROCURING ENTITY
 - 4 PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS
 - 5 G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACH UPON SUBMISSION OF THE QUOTATION
 - 6 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT PRICE
1	Catering services (venue, breakfast, AM, PM snacks, lunch, dinner and room accomodat good for 160 participants of the 2017 Annual Technical forum during the period Nov. 8,9, and 10, 2017 in Iloilo city.		
	Day 1 - November 8, 2017		
50 pax	Breakfast -----		_____/pax
160 pax	AM Snack - - - - -		_____/pax
160 pax	PM Snack- - - - -		_____/pax
160 pax	Lunch - - - - -		_____/pax
160 pax	Dinner - - - - -		_____/pax
120 pax	Accommodation - - - - -		_____/pax
	Day 2 - November 9, 2017		
160 pax	Breakfast - - - - -		_____/pax
160 pax	AM Snack - - - - -		_____/pax
160 pax	PM Snack - - - - -		_____/pax
160 pax	Lunch - - - - -		_____/pax
120 pax	Dinner - - - - -		_____/pax
	Accommodation - - - - -		_____/pax
	Day 3 - November 10, 2017		
160 pax	Breakfast - - - - -		_____/pax
160 pax	AM Snack - - - - -		_____/pax
160 pax	Lunch - - - - -		_____/pax
	Note: buffet and with free flowing coffee and amenities (backdrop, wide screen, whiteboard, eraser, 3 microphones, wifi ready etc)		
	Pls. support your quotation with menu and additional offers /amenities		

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.

 Printed Name / Signature

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

 Date