

Request for Quotation

Date : _____
 Quotation No. 18-05-05

 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 _____ 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) 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 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	1-lot Catering services (food and venue) Conducting Regional meeting with all MPSA (Mineral Production Sharing Agreement), Mining Processing Permit (MPP) and Industrial Sand and Gravel Permit (ISAG) in Western Visayas on May 17 & 18, 2018 (Good for 30 pax) Day 1 - May 17, 2018 (Breakfast, AM Snacks, PM Snacks, Lunch and Dinner) Day 2 - May 18, 2018 (Breakfast, AM Snacks, Lunch)		_____

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