

REQUEST FOR QUOTATION

For: Meals and venue for the 5th Cavite Cooperative Leader's Conference

Date: September 6, 2017

RFQ No. : GLEVA-RFQ-167-2017

PR No.: 2017-8-1389/8-31-17

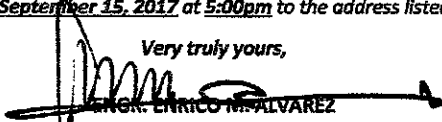
PHILGEPS Ref. No.: 4776231

Name of Company

Complete Company Address


To whom it may concern:

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than September 15, 2017 at 5:00pm to the address listed above.

Very truly yours,

ENRICO M. ALVAREZ
BAC Chairman

CANVASSER'S CERTIFICATION

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for the Office of the Provincial Governor (Agency Name) of the Provincial Government of Cavite.


ALVIN S. MDJICA
(Printed Name above Signature)
AUTHORIZED CANVASSER

PLEASE QUOTE: PER ITEM

BIDDER'S PROPOSAL BOX

No	ITEM DESCRIPTION (ITEM NAME&TECHNICALSPECIFICATIONS)	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL <i>(Indicate the Price Offer)</i>		TECHNICAL PROPOSAL	Delivery weeks /days
					Unit Price	Total Price		
1	Meals and Venue			215,000.00				
	see page 2 for the specification							
	TOTAL			215,000.00				

GENERAL CONDITIONS

1. All entries must be typewritten and legible;
2. Bidders must submit necessary business permits(SEC,LGU,DTI, CDA, BIR Certificate, etc.);
3. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:
Your Company Name
RFQ No.
PR No.
PHILGEPS Reference No.
4. Delivery period must be at least within _____ calendar days from date of the Notice to Proceed (Indicate the days of delivery in the Bidder's Proposal box)
5. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
6. Price validity shall be for a period of three(3) months;
7. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract(ABC);
8. If Bid is accepted, the supplier undertakes to provide a performance security in the form, amounts, and within the times specified in the Revised IRR of R.A. 9184;
9. It is understood that the Provincial Government of Cavite is not bound to accept the Lowest Calculated Bid or any Bid it may receive.
10. Transaction with the Provincial Government of Cavite shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;

SUPPLIER/CONTRACTOR/CONSULTANTS
CERTIFICATION

Date: September 15, 2017

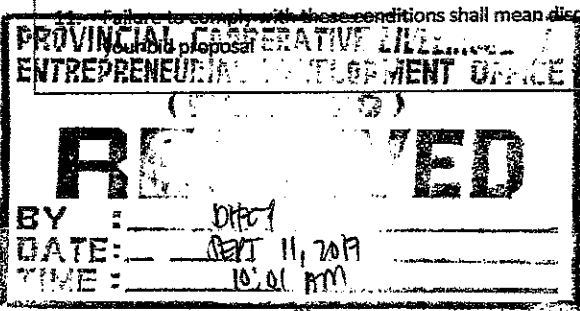
After having carefully read and accepted Your General Conditions, I/We quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in _____ days from receipt of the Notice To Proceed.

Print Name & Signature of
Authorized Representative

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)

Please attached:
COR- Certificate of Registration (BIR)



Page 2 of Request For Quotation for Meals and venue for the 5th Cavite Cooperative Leader's Conference

PLEASE QUOTE: <u>PER ITEM</u>					BIDDER'S PROPOSAL BOX			
No	ITEM DESCRIPTION (ITEM NAME&TECHNICALSPECIFICATIONS)	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL <i>(Indicate the Price Offer)</i>		TECHNICAL PROPOSAL	Delivery weeks /days
					Unit Price	Total Price		
1	Cavite Cooperative Leader's Conference Meals and Venue Package	1	day	215,000.00				
	-use of function room for whole day							
	-banquet set-up							
	-managed buffet (AM snack, Lunch, PM Snack)							
	-use of hallway for exhibitors							
	-PA sound system and microphone							
	-use of LCD projector and widescreen							
	-use of podium							
	-complimentary welcome tarpaulin							
	-free wifi access							
	-free flowing coffee							
	-2 junior executive room accommodation for 1 night							
	nothing follows							
	TOTAL			215,000.00				

Company Name.

Address

Print Name & Signature of
Authorized Representative