

# REQUEST FOR QUOTATION



## For Provision of Food and Hotel Accommodation Package for use in Capacity Development Training Cum Team Building of the Office of the Provincial Agriculturist

\_\_\_\_\_  
Name of Company

Date: October 08, 2019

RFQ No.: NLONTOC-RFQ-326-2019

\_\_\_\_\_  
Complete Company Address

PR No.: 2019-10-2079/10-7-19

PHILGEPS Ref. No.: 6534105

**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 **October 15, 2019 at 5:00 PM** to the BAC Office, 2/F Provincial Capitol Bldg., Brav. San Agustin, Trece Martires City.

Very truly yours,  
**RENATO ARBUTAN**  
BAC-A Chairman

**CANVASSERS'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 **Office of the Provincial Agriculturist** of the Provincial Government of Cavite.

\_\_\_\_\_  
(Printed Name & Signature)  
**AUTHORIZED CANVASSER**

PLEASE QUOTE: **PER ITEM**

BIDDER'S PROPOSAL BOX

No	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	DELIVERY (days/weeks)
					Unit Price	Total Price		
	Food and Hotel Accommodation Package	70	pax	176,400.00				
	<b>**See Page 2 for Specification **</b>							
	<b>TOTAL</b>			<b>176,400.00</b>				

- GENERAL CONDITIONS**
1. All entries must be legibly handwritten or typewritten;
  2. Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, BIR Certificate, etc.) and PhilGEPS Online Registration/Certification;
  3. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:  
 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;
  11. Failure to comply with these conditions shall mean disqualification of your bid proposal.

**SUPPLIER/CONTRACTOR/CONSULTANT'S CERTIFICATION**

Date: October 15, 2019

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.

\_\_\_\_\_  
Printed Name & Signature  
of Authorized Representative

\_\_\_\_\_  
Company Tel./Fax/Mobile No.

\_\_\_\_\_  
Company Tax Identification No. (TIN)

**\*Attach Certificate of Registration (BIR)**

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**Page 2 of Request For Quotation Provision of Food and Hotel Accommodation Package for use in Capacity Development Training Cum Team Building of the Office of the Provincial Agriculturist;**

PLEASE QUOTE: **PER ITEM**

BIDDER'S PROPOSAL BOX

No.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	Delivery (days/weeks)
					Unit Price	Total Price		
	Food and Accommodation Package	70	Pax	176,400.00				
	Inclusions:							
	<b>Day 1</b>							
	Buffet Breakfast							
	Platted AM Snack							
	Buffet Lunch							
	Platted PM Snack							
	Buffet Dinner							
	Overnight stay in a Quadruple to quintuple sharing							
	<b>Day 2</b>							
	Buffet Breakfast							
	Platted AM Snack							
	Buffet Lunch							
	Platted PM Snack							
	Buffet Dinner							
	Overnight stay in a Quadruple to quintuple sharing							
	<b>Day 3</b>							
	Buffet Breakfast							
	Others :							
	Use of Function room for a total of 8hrs/day							
	Free use of the sound system with microphones							
	Physical set up of the Function Room							
	Lobby Announcement of your function							
	Free Flowing coffee for 8 hrs/day							
	***Nothing Follows****							
	<b>TOTAL</b>			<b>176,400.00</b>				

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Printed Name & Signature  
of Authorized Representative**