

# REQUEST FOR QUOTATION

**For: Meals and accommodation for the conduct of Public Sector Customer Service Skills seminar of the Office of the Provincial Administrator**

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

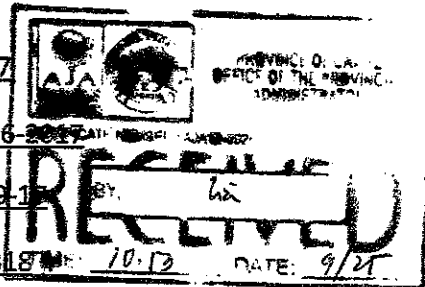
\_\_\_\_\_  
*Complete Company Address*

Date: September 19, 2017

RFQ No.: GLEIVA-RFQ-176-2017

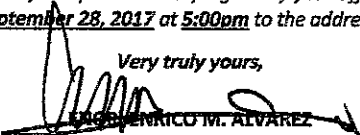
PR No.: 2017-9-1465/9-19-17

PHILGEPS Ref. No.: 4808318



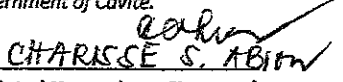
**To whom it may concern:**

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 28, 2017 at 5:00pm to the address listed above.

*Very truly yours,*  
  
**ENGR. ENRICO M. ALVAREZ**  
 BAC 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 the Office of the Provincial Administrator (Agency Name) of the Provincial Government of Cavite.

  
**CHARISSE S. ABION**  
 (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	Accommodation	45	pax	231,750.00				
2	Meals	45	pax	38,250.00				
	<i>*See page 2 for the specifications*</i>							
	<b>TOTAL</b>			<b>270,000.00</b>				

**GENERAL CONDITIONS**

1. All entries must be 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;
11. Failure to comply with these conditions shall mean disqualification of your bid proposal

**SUPPLIER/CONTRACTOR/CONSULTANTS  
 CERTIFICATION**

Date: September 28, 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)**