



REQUEST FOR QUOTATION

Procuring Office/End-Purpose:	DepED, Division of Ozamiz City Finance Conduct of Training Workshop on the Preparation of Budget Execution Documents for FY 2024	RFQ No.:	SEPT23-203
		PR No.	2023-09-203
		Date:	September 15, 2023

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period is on **September 26-28, 2023**
- Avoid quoting if stocks are not available within the period stipulated.
- Warranty shall be for a minimum of three (3) months for supplies and materials from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- Bidders shall submit original brochures showing certifications of the product, if applicable.
- Failure to print name and/or signature of authorized representative shall disqualify the supplier from participating the bidding process.
- Failure to deliver within the stipulated delivery period shall subject the supplier to a penalty or liquidated damages of 1/10 1% per day of delay on items not delivered.

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated above and submit your quotation duly signed by your representative not later than 2 days after the receipt of this document.

Very truly yours,

DIONESIO L. LAVAGON, JR.

ASDS/BAC Chair

Company Name:							
Address:							
Telephone No./ Fax No.							
Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand	Unit Price	Total Price
1	120	pax	Accommodation for 2 days with training venue, meals and snacks on September 26-28, 2023	4,000.00			
			Day 0 (September 26, 2023)				
			Dinner (see note)				
			Day 1 (September 27, 2023)				
			Breakfast				
			'Lunch (see note)				
			'Dinner				
			'2 snacks (AM and PM)				
			Day 2 (September 28, 2023)				
			Breakfast *				
			Lunch (see note)				
			1 snack (AM)				
			Inclusions: Overflowing Coffee, Bottled Water w/dispenser, w/table set up and free use of tables, chairs and utensils, free wifi				
			- Provision of sounds and projector				
			Note: Prospective Bidder/caterer shall provide in their quotation/offer:				
			- Menu(no. of viand, dessert, and drinks for each meals/snacks)				
			- Room sharing/arrangement				
			- *Subject to actual no. of participants but not to fall below minimum no. as agreed by both contracting parties.				
			*** Nothing Follows ***				
TOTAL				480,000.00			

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices noted above.

- Note:**
- Amount Below Php 50,000.00
 - * please attach MAYOR'S BUSINESS PERMIT (photocopy only)
 - Amount Above Php 50,000.00
 - * please attach MAYOR'S BUSINESS PERMIT (photocopy only)
 - * Omnibus Sworn Statement (photocopy only)
 - * Latest Income Business Return (photocopy only)

Signature Over Printed Name / Date