



Republic of the Philippines  
Government of Ormoc City  
BIDS AND AWARDS COMMITTEE  
Ormoc City

CMO

P.R. No.: 240800  
Quotation No.: 243239-1910  
PhilGEPs No.: \_\_\_\_\_

Standard Form Title: **REQUEST FOR QUOTATION**

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by you or your authorized representative not later than \_\_\_\_\_.

**LOUCELLE MAE B. ARANETA**  
PROCUREMENT OFFICER

**NOTE:** (1) ALL ENTRIES MUST BE TYPEWRITTEN OR LEGIBLY WRITTEN.  
(2) DELIVERY PERIOD WITHIN 30 C.D. UPON RECEIPT OF THE APPROVED FUNDED PURCHASE ORDER (P.O.). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be for a minimum for non-delivery without valid reason.  
(3) WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS OF SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE

OF ACCEPTANCE BY THE END-USER. (4) PRICE VALIDITY SHALL BE FOR A PERIOD OF SIXTY (60) DAYS. (5) G-EPS REG NO., MAYORs PERMIT, DTI/SEC, AND FOR ABC's ABOVE 500K - ITR & OMNIBUS SWORN STATEMENT SHALL BE ATTACHED UPON SUBMISSION (6) BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCTS IF APPLICABLE. (7) THE **APPROVED BUDGET CEILING** FOR THIS PROCUREMENT IS (amount indicated below)

Php 310,000.00

	Activities	Schedule	
		FROM	TO
1	Issuance of Canvass	Tuesday February 20, 2024	Friday February 23, 2024
2	Submission of Canvass	Monday February 26, 2024	10:00 AM
3	Opening of Canvass	Monday February 26, 2024	2:00 PM

#	Item and Description	QTY	UNIT COST	TOTAL
1	Hotel Accommodation	1 lot		
	50 ROOMS WITH BREAKFAST			
	EXECUTIVE ROOMS			
	5,200 PER ROOM			
	FOR VARIOUS INVITED GUESTS/VIPS OF LGU OFFICIAL ACTIVITES			
	ATLEAST 1-2 GUEST PER ROOM			
	WITH WIFI			
2	Meals (pax)	100 pax		
	FOR LUNCH AND DINNER			
	CHOICE OF: Clubhouse, Burger, Tuna Ham & Egg Sandwich, Empanada			
	Tuna Sandwich, Meat Buns, Meat Bread, Chicken Sandwich,			
	Siopao, Spaghetti, Macaroni, Tuna Casserole, Bread Delight			
	(Ensaymada, Cinnamon, Cake Slices)			
	All Served Drinks of Choice: Water/Juice/Soft drinks			
	FOR BUFFET CATERING: Only washable/re-usable plates,			
	cups, glasses serving trays are allowed to be used. Drinks			
	must be in water dispensers, jug dispensers, or pitchers			
	for serving drinks (plastic bottles, tetra packs, plastic			
	packed or canned drinks and styrocups are prohibited)			
	FOR PACKED MEALS:packaging should be in biodegradable			
	material such as paper boxes (carton). Plastic utensils to be used			
	are stricly prohibited). Drinks must be in water dispensers,			
	jug dispensers, or pitchers for serving drinks (plastic bottles,			
	tetra packs, plastic packed or canned drinks and styrocups			
	are prohibited)			
<b>GRAND TOTAL &gt;&gt;&gt;</b>				

Brand and Model : \_\_\_\_\_ Warranty : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_ Price Validity : \_\_\_\_\_

After having carefully read and accepted your Conditions, I/We quote you on the item at prices noted above and hereby commit to deliver the same if adjudged to have the lowest and responsive quotation.

Business Name

Printed Name/Signature/Date