



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

OTESD

P.R. No.: 241540  
Quotation No.: 243953-2267  
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 \_\_\_\_\_

**KATHERYNN A. SOLAÑA**  
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 175,000.00

	Activities	Schedule	
		FROM	TO
1	Issuance of Canvass	Wednesday May 22, 2024 ✓	Monday May 27, 2024 ✓
2	Submission of Canvass	Tuesday May 28, 2024 ✓	10:00 AM
3	Opening of Canvass	Tuesday May 28, 2024 ✓	2:00 PM

#	Item and Description	QTY	UNIT COST	TOTAL
1	Rental, venue, Hotel Accommodation w/ Meals & Snacks(lot) For Ormoc TESDC Team Building Live-in Activity at Camotes Islands, Cebu City on June 12-15, 2024 Good for 30 pax Inclusions: Day 1 Meal - Dinner; Accommodation Day 2 Meals - Breakfast, Lunch, Dinner; Snacks - AM & PM Accommodation Day 3 Meals - Breakfast, Lunch, Dinner; Snacks - AM & PM Accommodation Day 4 Meals - Breakfast Meals Choice of: Rice, 2 Main Course, 1 Side Dish, Dessert, Drinks Snacks Choice of: Pasta/Sandwiches/Breads/Burgers with Drinks Accommodation: 4 rooms good for 2 5 rooms good for 4 w/ 2 extra persons	1 lot		
Sub-Total >>>				

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

2024-05-241540





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	<i>Other inclusions:</i>			
	<i>Airconditioned Venue with basic sound system</i>			
	<i>Free use of Projector and Screen, whiteboard</i>			
	<i>With free flowing coffee during the activity</i>			
	<i>With water dispenser at the venue</i>			
	<i>Venue &amp; Accommodation with Wifi</i>			
	<i>Free use of amenities</i>			
	<i>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)</i>			
	<i>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)</i>			
	<i>-x-x-x-x-x-x- NOTHING FOLLOWS -x-x-x-x-x-x-</i>			
<b>GRAND TOTAL &gt;&gt;&gt;</b>				

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Business Name  
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Printed Name/Signature/Date

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