Republic of the philippines

University of Southeastern Philippines

Obrero Campus, Bo. Obrero Davao City

RESEARCH DIVISION

Request for Quotation

PR # 2019-10-1260
Date: 23-Oct-2019

Company Name : _____
Address: _____

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached herewith

REYNILO S. GARCIA
BAC Chair

Note :
1. All entries must be typewritten.
2. Delivery Period within _____ calendar days upon receipt of Purchase Order.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
4. Price validity shall be a period of 30 calendar days.
5. G-EPS Registration Certficate shall be attached upon submission of the Quotation.
6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
7. Mode of delivery: [ ] Pick-up (Schedule) [x] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	lot	**Food, venue and accommodation**	1		
		(1) Food and venue (Live-out) 2 days - 150 pax			
		(December 12-13, 2019)			
		Inclusions:			
		Day 1 - A.M Snacks, Lunch, PM Snacks (with Flowing Coffee)			
		Day 2 - A.M Snacks, Lunch, PM Snacks (with Flowing Coffee)			
		(2) Conference Room for breakout sessions (2 days) - 2 units			
		(December 12-13, 2019)			
		(3) Accommodation for Resource Speakers - 5 units			
		(December 11-14, 2019 - 4 days, 3 nights)			
		**********			
		Important Note:			
		All Prospective Bidders should specify the detailed prices for food, venue and accommodation			
		**********			
				TOTAL	

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

Printed Name / Signature

Canvassed By:

Tel. No. / Cellphone No.

Authorized Canvasser

TIN No. of Establishment

Date