



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Regional Office 02  
Regional Government Center, Carig Sur, Tuguegarao City, Cagayan  
Tel. No.: 078.304.5378/304.1978/304-7378, Fax No. : 078.304.9345

**REQUEST FOR QUOTATION**  
30 July 2018

**PROCUREMENT NAME :** **Provision of Catering and Lodging Services for the Orientation and Training Roll-Out on Strengthening Local Anti-Drug Abuse Councils on August 27-29, 2018 in Santiago City, Isabela**

**APPROVED BUDGET FOR THE CONTRACT :** **₱563,500.00**

**Contractor's Name :** \_\_\_\_\_  
**Address :** \_\_\_\_\_

**INSTRUCTIONS**

1. Please quote your best offer for the items listed in the attached Canvass form.
2. Submit sealed quotation duly signed by you or your authorized representative at DILG Regional Office No. 02, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan thru the BAC Secretariat **not later than August 3, 2018 at 2:00pm** together with the following documentary requirements:
  - a. Mayor's/Business Permit;
  - b. PhilGEPS Registration Number;
  - c. Income/Business Tax Return
  - d. Omnibus Sworn Statement.

For any clarification, you may contact Ms. Magdalena C. Oranda, Chairperson of the BAC Secretariat at (078) 304-7378/1978.

(sgd.)  
**DIGNA R. HERRERA**  
BAC Chairperson



July 30, 2018

**CANVASS FORM**  
(Catering)

Bidder: \_\_\_\_\_  
LBP Account No.: \_\_\_\_\_

Sir/Madam:

Please quote your lowest price for the catering services of meals and snacks in accordance with the menu/viands to be served.

Quotations for catering services shall include Menu to be served; for Lodging services, include information on maximum capacity to be accommodated per room and size of room.

Note:

All bids shall be submitted in sealed envelopes duly signed/initialed by the bidder/supplier not later than **August 4, 2018**

Please specify if VAT or Non-VAT

Please indicate Tax Identification Number (TIN) in the Canvass Form

Qty	Unit	DESCRIPTION	Unit Price	Amount
<b>PROVISION OF CATERING AND LODGING SERVICES FOR THE ORIENTATION AND TRAINING ROLL OUT ON STRENGTHENING OF LOCAL ANTI DRUG ABUSE COUNCILS</b>				
		<b>August 27, 2018</b>		
161	pax	Dinner	_____	_____
161	pax	Board and lodging	P _____	P _____
		<b>August 28, 2018</b>		
161	pax	Breakfast	P _____	P _____
161	pax	Am Snacks	_____	_____
161	pax	Lunch	P _____	P _____
161	pax	PM Snacks	P _____	P _____
161	pax	Dinner	_____	_____
161	pax	Lodging	P _____	P _____
		<b>August 29, 2018</b>		
161	pax	Breakfast	P _____	P _____
161	pax	Am Snacks	_____	_____
161	pax	Lunch	P _____	P _____
161	pax	PM Snacks	P _____	P _____
		<b>X-X-X-X-X-X-X-X-X-X</b>		
		<b>ABC P 563,500.00</b>		
		<b>Venue: Santiago City</b>		

Please prepare your quotation in triplicate, place in a sealed envelope and send it either by mail or your messenger addressed to the DILG Region 02, Tuguegarao City, which submitted quotations will be opened in the presence of all interested parties on \_\_\_\_\_ at \_\_\_\_\_ AM/PM at the aforementioned office

Very Truly Yours

Signature of Bidder

Signature of Canvasser

Date : \_\_\_\_\_

(sgd.)  
**DIGNA R. HERRERA**  
BAC Chairperson