

Department of Environment and Natural Resources

MINES AND GEOSCIENCES BUREAU

Regional Office No. 7, Banilad, Mandaue City

Telefax No. 2361139

REQUEST FOR QUOTATION (RFQ)

Name of Supplier : _____
 TIN No: _____ (pls. indicate if VAT or Non-VAT)
 PhilGEPS Reg. No.: _____
 Contact no: _____

Sir/ Madam :

Please quote your price of the articles listed below. Purchase will be made from the lowest calculated and responsive quotation. Furthermore, please read carefully the terms and conditions stated herein:

Approved Budget for the Contract (ABC): Php 1,360,000.00

Item	Qty	Unit of measure	Specifications	Unit Price	Total Price
	124	pax	Venue, accommodation and food for the participants of the		
			MGB ANNUAL TECHNICAL FORUM (Blended) on 28-30 September 2022 in Cebu City		
			Requirements:		
			>Full board meals with room accommodation w/ AM&PM		
			snacks for three (3) days, 28-30 September 2022		
			>Use of function room for the 3- day event from 7AM to 8PM		
			>Use of projector, screen with VGA and HDMI connectors		
			>Sound System and Microphone, two (2) wireless microphones		
			and one (1) lapel microphone		
			>Dedicated Internet Connection of at least 20mbps		
			>Secretariat Holding Room		
			>Free flowing coffee		
	16	pax	Live-out with two (2) snacks, lunch and dinner on 29 Sept. 2022		
			for the MGB-7 Technical Personnel		
	5	pax	Live-out(for the MGB-7 Drivers) with the following meal		
			component:		
			28 Sept. 2022: two (2) snacks, packed meal for lunch and dinner		
			29 Sept. 2022: breakfast, two (2) snacks, packed meal for lunch and dinner		
			29 Sept. 2022: breakfast, two (2) snacks, packed meal for lunch		

Terms and conditions:
 RFQ Deadline: three days
 Delivery: _____
 Mode of Payment: Through Advice to Debit Account (ADA) ; Bank Charges will be borne / paid by the payee.
Must have a valid Mayor's Business Permit

Very truly yours,


ARMANDO L. MALICSE
 Regional Director

Received by:

Printed Name & Signature _____
 Date: _____