

**MINES AND GEOSCIENCES BUREAU**

Regional Office No. VII, 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 or highest rated and responsive bid. Furthermore, please read carefully the conditions stated herein:

Approved Budget for the Contract (ABC):

Php 1,100,000.00

Item	Qty	Unit of measure	Specifications	Unit Cost	Total Price
1.	1	lot	Venue, accommodation and food for the participants of the <b>MGB NATIONAL ANNUAL ACCOUNTING/BUDGETING SEMINAR-WORKSHOP ON 30 JANUARY 2023 IN CEBU CITY</b> Requirements: > <b>Triple Sharing Room Accommodation:</b> January 30 - February 3 : 52PAX January 31 - February 3 : 3PAX (additional) February 1 - February 3 : 10PAX (additional) > <b>Meals:</b> January 30 - Buffet Lunch, PM Snacks and Buffet Dinner for <b>52PAX</b> January 31 - Buffet Breakfast, AM Snacks, Buffet Lunch, PM Snacks and Buffet Dinner for <b>55PAX</b> February 1 - Buffet Breakfast, AM Snacks, Buffet Lunch, PM Snacks and Buffet Dinner for <b>65PAX</b> February 2 - Buffet Breakfast, AM Snacks, Buffet Lunch, PM Snacks and Buffet Dinner for <b>65PAX</b> February 3 - Buffet Breakfast, AM Snacks, Buffet Lunch for <b>65PAX</b> > <b>Function Room:</b> > Use of function room for the 5- day event from 7AM to 7PM > Use of laptops of the participants from 1st day to 5th day > Use of projector screen and projector with VGA and HDMI connectors > Sound System and Two (2) Microphones > Fast and stable Internet Connection > Secretariat Holding Room > Registration/ Secretariat Table > Free flowing coffee	1	
<b>Terms and conditions:</b>			a.) If another form is used other than this RFQ, the quotation shall contain all the mandatory requirements/provisions therein. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail. b.) Quotations may be submitted through electronic mail at <a href="mailto:mgb7procurementunit@gmail.com">mgb7procurementunit@gmail.com</a> . Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered. c.) Must have a valid Mayor's Business Permit for CY 2023		
<b>RFQ Deadline</b>			: 24 JANUARY 2023, 5:00pm		
<b>Mode of Payment</b>			: Through Advice to Debit Account ( ADA ) ; Bank charges/fees shall be charged against the creditor's account.		

Very truly yours,

**ARMANDO L. MALICSE**  
 Regional Director

Received by:

Printed Name & Signature

Date: