Republic of the Philippines
Province of Oriental Mindoro
Municipality of Gloria

Project Number: **NP No. 2026-007**
Project Title: **Procurement of Food and Accommodation during the Conduct of training, seminars and workshop and coordinate with the Bureau of Local Government Finance (BLGF) on the Rationalization of Local fees and charges**
Location: **Calapan City**
Mode of Procurement: **Negotiated Procurement – Lease Of Venue (Sec.35.9)**

Date: **September 21, 2026**
Quotation No.
PhilGeps Ref: No.

REQUEST FOR QUOTATION

Supplier: _____

Address: _____

Contact Number: _____

TIN Number _____

Please quote your lowest price on the items/ listed below, subject to the General conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **September 24, 2026** in the return envelope attached herewith.

CELSO S. SEMILLA, JR., ENP
MPDC/BAC Chairman

Note:
1 All entries must be type written.
2 Delivery period is on **3 and half days**
3 Warranty shall be for the period of six months (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by the procuring entity.
4 Price validity shall be for the period of thirty (30) calendar days.
5 G-eps registration certificate shall be attached upon submission of the quotation.
6 Suppliers shall submit original brochures showing certifications of the product being offered.

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	**October 13-16, 2026 - Advance party**	8	**persons**		
	Full-Board and Lodging for 3 and half days				
	Inclusions:				
	1.With twin sharing arrangements				
	2. Food service: 1 packed lunch, 1 packed dinner, 3 buffet breakfast, 3 buffet lunch, 2 buffet dinner, 3 am snacks. 4 pm Snacks				
2	**October 14-16, 2026 - Participants**	43	**persons**		
	Full-Board and Lodging for 2 and half days				
	Inclusions:				
	1. With twin sharing arrangements				
	2. With 1 triple sharing arrangements				
	3. Food service: 2 buffet breakfast, 3 buffet lunch, 2 buffet dinner, 2 am snacks. 3 pm Snacks				
	4. Free Use of Conference Hall for up to 12 hours				
	*Use of in house sound system, lights and microphones				
	*Use of LCD projectors for up to 12 hours a day				
	*Formal seminar set up				
	*Two (2) event banner				
	*Registration table				
	*Complimentary Wi-fi access				
	*Complimentary Parking Area				
	*Overflowing Coffee				
	*Water Station				
	*Other Standard Hotel Provisions				
	Total				

Brand and Model: _____
Delivery Period: _____
Warranty: _____
Price Validity: _____

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

Canvass by:

MARLON DEO F. FAIGMANE
Municipal Canvasser

Printed Name / Signature

Tel. No./Cellphone No.
e-mail address

Date