

SF-GOOD-60

**REQUEST FOR QUOTATION
 (53.9 "Small Value Procurement")**

**Grand Astoria Hotel
 Marcian Business Hotel
 Garden Orchid Hotel**

Date: September 2, 2020
 Quotation No.: 0422
 Place of Delivery: City General Services Office

Please quote your lowest price on the items listed below, subject to the General Conditions on the Philippine Bidding Documents on Goods, stating the shortest time of delivery and submit your quotation duly signed by your representative **on or before September 14, 2020 at 10:00 a.m.**

ERWIN E. BERNARDO
BAC-Chairperson

Note: ALL ENTRIES MUST BE TYPEWRITTEN / LEGIBLY WRITTEN.

1. DELIVERY PERIOD **UPON REQUEST OF THE END USER**
2. WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS FOR EXPENDABLE SUPPLIES, ONE (1) YEAR FOR NON-EXPENDABLE SUPPLIES, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
3. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS.
4. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION, IF AVAILABLE.
5. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.
6. **INDICATE BRAND NAME OF ITEMS BEING OFFERED.**
7. **DROP YOUR QUOTATION IN A SEALED ENVELOPE AND PROPERLY LABELED-**
8. Bidders are requested to submit **PHILGEPS Platinum Certificate, Omnibus Sworn Statement and BUSINESS/MAYOR'S PERMIT**
9. Downloaded Form must be duly signed by BAC Chairman prior to submission for the opening of bidding documents.
10. **For Tires and Batteries, ONE (1) YEAR WARRANTY**

ITEM NO.	ITEM & DESCRIPTION	BRAND NAME	QTY	Unit	UNIT PRICE	TOTAL
1.	Food and Hotel Accommodation for Resource Speakers (1 room and 2 meals for 3 days @P5,000/pax/day) Note: 1 Resource Speaker/room Note: "Three-Day Local Disaster Risk Management and Executive Course" to be held on the 1 st Quarter of 2020, at any local hotel, this city.		3 days x 6 Resource Speakers	pax		
Purpose: For official use in the Office of the City Disaster Risk Reduction and Management, this city.						

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

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

Printed Name / Signature

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

Date