Republic of the Philippines
DEPARTMENT OF JUSTICE
OFFICE OF THE REGIONAL PROSECUTOR REGION 7
4th Floor, DOJ Cebu Building,
M. Velez St., Brgy. Guadalupe, Cebu City
e-mail: doj_orsp7@yahoo.com

REQUEST FOR QUOTATION

Company: _____
Address: _____
_____
Tel.No.: _____
TIN NO.: _____

Quotation No.: RFQ-2022-11-050	
Date: November 17, 2022	
P.R. No.:	**2022-10-047**
Date:	**October 14, 2022**
Remarks:	

Gentlemen;

Please quote your lowest government price for each of the following item(s) specified below.

Item No.	ABC	Unit	Article Description	QTY	Unit Price	Total Price
			LEASE OF VENUE WITH MEALS FOR THE CONDUCT OF SEMINAR ON RA 11643 AND ITS IMPLEMENTING RULES AND REGULATIONS (IRR) AND OTHER WELFARE AND RETIREMENT BENEFITS FOR THE WOMEN AND MEN OF DOJ-7 AND YEAR-END AWARDING CEREMONY			
1	400,000.00	lot	Lease of Venue for the conduct of NPS 7 Year-End Activities including meals			
			on December 2, 2022.			
			Scope of Service:			
			The service provider should be able to provide for the food, venue, and other			
			basic amenities during the daytime seminar and night time activity with the			
			following specifications:			
			General Requirements:			
			1. Event date: December 2, 2022			
			2. Waived electricity charges for laptop and projector brought by DOJ personnel			
			Specific Requirements:			
			1. Venue: -Can accommodate 400 pax for the conduct of AM/PM Seminar &			
			Regional Conference at night time.			
			-Classroom type seating arragement for the AM/PM Seminar			
			-Registration table at the seminar venue.			
			-Sound system, Projector Screen, Podium and 2 wireless.			
			microphone.			
			-Waiter Service			
			2. Meals: The service provider shall provide the following meal requirements			
			for a minimum of 400 pax:			
			- The catering services shall be guided or managed buffet;			
			- inclusion of AM Snacks, Buffet Lunch, PM Snacks and Buffet			
			Dinner			
			- Free clean drinking water during the activity and free flowing			
			coffee.			
			- No corkage fee for additional food brought by DOJ.			
			- Menus are subject to the approval of the DOJ ORP 7			
Deadline of Submissio						

Important:

1. Prices and specifications for the bid should be valid for 45 days;
2. DELIVERY PERIOD: **DAY OF THE EVENT,** upon receipt of Purchase Order.
3. Term of Payment: **SEND BILL ARRANGEMENT**, unless specified;
4. Total price quoted above is subject to withholding tax;
5. Quotations must be submitted to the BAC or its Secretariat on or before 3 days from posting;
6. For more questions/inquiries please e-mail: doj_orsp7@yahoo.com.

BY THE AUTHORITY OF
BIDS AND AWARDS COMMITTEE:

GRAEME JUNE Y. ELMIDO
BAC CHAIRPERSON

_____
Supplier's Representative (Print Name)

_____
Signature / Date

NOTED BY:

DONNA S. COMENDADOR-MORPOSA
Agency Property In-charge

Canvassed by: AMEDIO B. FUENTES
Date: _____