

## REQUEST FOR QUOTATION

Date: MAY 14 2024  
 Quotation Number: 2024-05-71  
 Mode of Procurement: \_\_\_\_\_

Please quote us your best offer on the item/s listed below, subject to the terms and conditions.

- Submit quotations to UPV-SPSO Miagao Campus, New Administration Building or fax your quotations at **[REQUESTOR'S CONTACT NUMBER]**
- Indicate company name, address, and quotation number on the envelope or in your email subject.
- Affix full signature over printed name.

Please address to:

DEADLINE : 5.21.24

**EMILIZA C. LOZADA**

Representative/Chief, SPSO *EL*

Item No.	Qty	Unit	Item and Description	Offered Brand or Model	Unit Price
1	1	job	Provision of Venue and Meals of participants during the Luzon Regional Stakeholders Dialogue of UP Visayas Coastline Protection and Development for Sustainable Future Program (May 30, 2024) Activity Date: May 29, 2024 1 Buffet Dinner good for 30 pax		
2	1	job	Catering for 40 pax Activity date :May 30, 2024 Inclusion of AM snack, pm snack, lunch and dinner		
3	1	job	Breakfast of guests and participants May 30, 2024 Plated breakfast good for 25 pax		
			*With flowing coffee *LCD Projector with wide screen * microphones *wifi		

**Our Terms and Conditions**

1. DELIVERY PERIOD: as stated in the contract  
 2. PLACE OF DELIVERY: Quezon city  
 3. PRICE VALIDITY : 20 days  
 4. WARRANTY DATE: none  
 5. PAYMENT TERMS : 60 to 90 CALENDAR DAYS

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

**FAXED:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Personally Distributed: \_\_\_\_\_

Received by: \_\_\_\_\_

Signature over Printed Name

Date

Printed Name / Signature

Tel No. / Cellphone No. / E-mail Address

Date  
**POSTED ON PHILGET**