



**REQUEST FOR QUOTATION**

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Name of Supplier

Sir/Ma'am:

Please quote your lowest net price, taxes included on the following articles listed below:

Item#	QTY	Unit	Item Description	Unit Cost	Total
1	97	Pax	1 <sup>st</sup> Batch Catering for Faculty & Secretariat Duration: 2 Days Buffet Lunch with snacks Inclusive of Venue		
	97	Pax	2 <sup>nd</sup> Batch Catering for Faculty & Secretariat Duration: 2 Days Buffet Lunch with snacks Inclusive of Venue		
			****Nothing Follows***		

It is requested that you return this form in a sealed envelope by a messenger or mail it not later than \_\_\_\_\_, 22\_\_ at \_\_\_\_\_. Only one canvass should be placed in an envelope marked "BID PROPOSAL". Brochure may be attached in the canvass form.

A Purchase Order to the winning bidder shall be made immediately after the awarding. However, this office reserves the right to reject any offer without specified quality herein contained.

Very truly yours,

Quoted by:

\_\_\_\_\_  
Name, Position & Signature of Representative  
Date: \_\_\_\_\_

  
**SEMA G. DILNA, Ed.D.**  
University President