

Date \_\_\_\_\_

Gentleman:

The Division Office desires to procure the following articles. Please quote us your price for the following articles:

Qty.	Unit	Name of Articles	Unit Price	Total Price
270	paxs	Procurement of Meals and Venue for the Conduct of Capability Building for Newly Hired Administrative Officer II		
		Meals		
		Proposed Menu:		
		For AM and PM Snacks		
		Juice/Bottled Water, Any of Soup with Toasted Bread/		
		Cakes, Sandwiches/Hamburger/Siopao/Pasta		
		For Lunch:		
		Rice, Main Dish (2), Side Dish (1), Desserts/Fruits,		
		Soup, Juices/Bottled Water		
		* No Serving of Softdrinks and/or artificially-flavored drinks		
		* Fresh Fruits for Desserts		
		* Bottled Water (250ml)		
		For Venue of the Activity:		
		1 LCD projector, 3 Wireless Microphones		
		Accessible and fast WIFI at least		
		50 Megabytes per second (MBps) with enough access points to		
		accommodate approximately 60 devices simultaneously		
		Schedule of Activity:		
		* December 2, 2024 AM Snacks, Lunch, PM Snacks, 90 paxs		
		* December 3, 2024 AM Snacks, Lunch, PM Snacks, 90 paxs		
		* December 4, 2024 AM Snacks, Lunch, PM Snacks, 90 paxs		
		Capability Building for Newly Hired Administrative Officers II		
		c/o Marlyn T. Bereber		

Approved Budget for the Contract (ABC) = Php 135,000.00

**RAMON D. PARAS JR. Ed.D**  
BAC CHAIRPERSON

Respectfully returned to the BAC Chairperson, Numancia Aklan with the prices indicated above.

Note:

Documentary Requirements:

1. PhilGEPS Registration Certificate
2. Mayor's/Business Permit
3. Professional License/Curriculum Vitae (Consulting Services)
4. PCAB License (infrastructure)
5. Income tax return (For ABC's higher than 500k)
6. Omnibus Sworn Statement (For ABC's higher than 50k)

Dealer \_\_\_\_\_