



Republic of the Philippines  
Department of Public Works and Highways  
**SOUTHERN LEYTE 1st DISTRICT ENGINEERING OFFICE**  
Ibarra, Maasin City Southern Leyte



Name of Procuring Entity: **DPWH-SLDEO**

P.R. No./Contract ID No: 2024-

Revised on:

Standard Form/Title :**REQUEST FOR QUOTATION**

Date:

COMPANY NAME :

Office/End User: DPWH-SLDEO

ADDRESS :

TEL. No./Fax No.:

TIN No.:

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions, stated below and submit your quotation duly signed by your representative not later than 10:01 A.M. of \_\_\_\_\_ in the return envelope attached herewith to the Goods and Services Division, Procurement Services+, DPWH-SLDEO, Maasin City.

**TERMS AND CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within **60** days upon receipt of the approved funded Purchase Order (P.O.) Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non delivery without valid reason.
3. Warranty shall be for a minimum of three (3) months for supplies & materials; one year for Equipment, 3 years IT equipment from date of acceptance by the end-user
4. Price validity shall be for a period of sixty(60) calendar days
5. G-EPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation. **(Income Tax Return and Omnibus Sworn Statement for Procurement using the method of Small Value Procurement)**
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each items being delivered
8. The approved budget ceiling for this procurement is **P 620,750.00**
9. Supplier must have a physical store/service center within Region VIII or within the province for technical purposes
10. Supplier must be an Authorized Product Distributor with certification

  
**CLAUDINE JHEAN M. ARNAIZ**  
Administrative Officer V  
BAC, Chairperson

ITEM No.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Catering services including meals/snacks for	700	head		
	Annual Performance Review for FY 2024,				
	Weekly meeting of Section chiefs for FY 2024				
	and DPWH visitor's accommodation, etc				
2	Catering services including meals/snacks for	85	head		
	3 -day Refresher course on Equipment Preventive				
	Maintenance and Porto Clinic Examinations				
	including Resource speakers accomodation @				
	P 650.00/pax/day				
	X-X-X-X-X-X				

Brand & Model: \_\_\_\_\_

**TOTAL**

Delivery Period: \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We quote you on the item(s) at prices note above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Conditons specfied by DPWH.

Printed Name/Signature/Date

