



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**CORDILLERA ADMINISTRATIVE REGION**  
Engineers Hill, Baguio City



**Small Value Procurement [Section 53.9]**

Name of Procuring Entity: DPWH-CAR Regional Office Request for Quotation: 24GP00195

Standard Form/Title: REQUEST FOR QUOTATION Office/End user: RO

COMPANY NAME :

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 10:00 A.M of 09 DEC 2024 in the return envelope attached herewith, to the BAC Chairman, DPWH-CAR Regional Office.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within ***as scheduled*** 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 months for supplies & materials; one year for equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. For all Suppliers, the two (2) envelope system will be followed. The first envelope shall contain the following eligibility document/s:  
(A) PhilGEPS Platinum Certificate (Certified Copy) or PhilGEPS Registration Number;  
(B) Mayor's Permit (Certified Copy); and  
(C) Omnibus Sworn Statement. (*pursuant to Annex "H" Appendix A of RA 9184*)  
The second envelope which will contain the quotation shall only be opened after the first is declared complying.
6. Bidders shall submit original brochures showing certifications of the product if applicable.
7. Please indicate the brand for each items being offered in order to evaluate conformity with specifications.
8. Suppliers must have a physical office/shop with trade name displayed and inventory of supplies / goods.
9. The approved budget ceiling for this procurement is **Php 330,000.00**
10. Source of Fund: \_\_\_\_\_

**LEO T. MUSTARD**

BAC Chairman

\_\_\_RBP \_\_\_AOD  
\_\_\_CCL \_\_\_FOM

Item no	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	<b>24GP00195 - Procurement of Catering Services to be served during the DPWH-CAR Year-End Assessment on December 11, 2024 in relation to administrative overhead</b>				
	<b>Buffet Style to be set-up at the 4th Floor Multi-</b>				
1	AM Snacks	150	pax		
2	Lunch	150	pax		
3	PM Snacks	150	pax		
	<b>Packed Meals to be delivered per Office</b>				
4	AM Snacks	400	pax		
5	Lunch	400	pax		
6	PM Snacks	400	pax		
	<b>Note:</b>				
	<b>Lunch</b> - 3 viands (1 meat, 1 fish, 1 vegetable, rice, soup, bottled water and dessert)				
	<b>Snacks</b>				
	Sample Choices:				
	1. Sandwich with Fries				

Item no	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	2. Pasta with Garlic Bread				
	3. Pancit with Puto				
	Drinks:				
	Bottled or canned juice drinks (no soda)				
	<i>Free flowing Brewed Coffee and Lemon Grass Tea (w/ honey)</i>				
	<i>Drinking Water (Hot and Cold)</i>				
	<i>Table cloth for tables in the dining area should be provided.</i>				
	<i>Tables and Chairs to be provided by catering service provider</i>				
	<i>Catering Service Provider should have 4 servers with Health Certificates</i>				
	<i>Caterer to submit their menu with their bid amount.</i>				

Brand and Model : \_\_\_\_\_ Warranty: \_\_\_\_\_  
Delivery Period : \_\_\_\_\_ Price Validity: \_\_\_\_\_

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 disqualification.

Tel No. (074) 424 1018  
[dpwhcarbacc@yahoo.com](mailto:dpwhcarbacc@yahoo.com)  
Telefax: (074) 444-8838

Printed Name/Signature/Date

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