



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
REGIONAL OFFICE XIII  
J. Rosales Avenue, Butuan City

Name of Procuring Entity : DPWH R.O. XIII, Butuan City	Request for Quotation (P.R. No.): 25-02-043
Revised on : Date : February 26, 2025	ABC: Php 144,000.00
Standard Form/Title : REQUEST FOR QUOTATION	Office /End-user : ORD (ICTS)
COMPANY NAME :	
ADDRESS :	
TEL. NO./FAX NO. :	TIN :

Please submit your quotation for the item/s listed below, subject to the Terms and Conditions hereof, which may be submitted in person or thru registered mail not later than 10:00 A.M. of **MAR 04 2025** in a sealed or open envelope duly signed by the firm's owner or authorized representative, to the BAC Secretariat for Goods, DPWH Regional Office XIII, J. Rosales Avenue, Butuan City.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within **AS PER SCHEDULED DATE** Cal. Days upon receipt of the approved funded Purchase Order (PO) 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 (1) year for Equipment; three (3) years for IT equipment from date of acceptance by the end user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. PhilGEPS Registration Number, certified true copy of Mayor's Permit and DTI or SEC shall be attached upon submission of the quotation.
6. Certified true copy of Income/Business Tax Return for ABC Php500K & above and Notarized Omnibus Sworn of Statement for ABC Php50K & above shall be submitted before the award of Purchase Order (PO) for Small Value Procurement (Sect. 53.9 of the Revised IRR-RA9184).
7. The DPWH reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.

**JOEY D. GINGANE**

Chief, Administrative Division  
BAC-Chairperson

1st extension : \_\_\_\_\_

2nd extension : \_\_\_\_\_

3rd extension : \_\_\_\_\_

The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all the items. Otherwise they will be subjected for disqualification.

ITEM No.	ITEMS AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Food Catering Services for Quarterly Meeting with District IT				
	Two (2) snacks (AM & PM) and lunch with beverage per meal. For				
	Lunch, one (1) cup rice, three (3) serving of main dish, one (1)				
	serving of side dish/vegetables, soup, dessert and bottled beverage.				
	For snacks, one (1) mainnack and one (1) bottled either juice, water or				
	softdrinks. Free flowing hot chocolate drinks and brewed coffee with sugar				
	creamer & condiments.				
	Venue: Conference Room, DPWH R.O. XIII, Butuan City				
	Date: Two (2) days per schedule				
	1st Quarter				
	March 17, 2025	30	pax		
	March 18, 2025	30	pax		
	2nd Quarter				
	June 17, 2025	30	pax		
	June 18, 2025	30	pax		
	3rd Quarter				
	September 17, 2025	30	pax		
	September 18, 2025	30	pax		
	4th Quarter				
	December 10, 2025	30	pax		
	December 11, 2025	30	pax		
	Note:				
	Scheduled date and venue of catering services may change depending				
	on the approved memorandum of invitation for the conduct of Meeting/				
	Workshop. Supplier will be notified accordingly for the schedule.				

Purpose: Quarterly Meeting with District IT Support

Please specify brand names & model, if applicable.

Brand : \_\_\_\_\_

Warranty : \_\_\_\_\_

Model : \_\_\_\_\_

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 that I concur with the Term and Conditions specified by DPWH.

Tel. No.: 975-9174

Telefax No.: 975-9174

c/o Procurement Staff

email: bac\_r13@dpwhnet.gov.ph

Signature over Printed Name / Date

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