



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
REGIONAL OFFICE NO. IV-A  
Canlubang Interchange, Brgy. Mayapa, City of Calamba, Laguna

Name of Procuring Entity : Request for Quotation (P.R. No.): 2024-05-0039

Revised on : Date: June 4, 2024

Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User: ADMIN

COMPANY NAME :

ADDRESS :

TEL. NO./FAX NO. :

TIN :

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 June 10, 2024** in the return envelope attached herewith.

**TERMS and CONDITIONS :**

1. All entries must be typewritten or legibly written.
2. Delivery period within Seminar/Training days or 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 (1) year for Equipment; one (1) year 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 Certificate/Mayor's Permit/Tax Clearance/Income/Business Tax Return(For ABCs above Php500k)/Omnibus Sworn Statement (For ABCs above Php50k)** shall be attached upon submission of the quotation enclosed with Brown Envelope.  
**(CERTIFIED TRUE COPY)**
6. Please indicate the brand for each items being offered.
7. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the Department shall adopt and employ "Toss Coin or Draw Lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005
8. The approved budget ceiling for this procurement is **Php 948,000.00**

**SIGNED**  
**ISIDRO O. ENCARNACION**  
Director III  
Assistant Regional Director  
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	<b>Meals and Venue for Regional Maintenance Engineers Meeting on June 25-27, 2024</b>				
	June 25, 2024 - AM Snack, Lunch and PM Snack	220	pax		
	June 26, 2024 - AM Snack, Lunch and PM Snack	220	pax		
	June 27, 2024 - AM Snack, Lunch and PM Snack	220	pax		
	June 25, 2024 Function Room (Allotment per participants, Organizers & Secretariat) good for 220 persons	8	hrs		
	June 26, 2024 Function Room (Allotment per participants, Organizers & Secretariat) good for 220 persons	8	hrs		
	June 27, 2024 Function Room (Allotment per participants, Organizers & Secretariat) good for 220 persons	8	hrs		
	Inclusions:				
	· Complementary use of the venue for the agreed upon time				
	· Complementary use of LCD Projector and Screen venue				
	· Flipchart with markers, Writing pads and pencils				
	· Complementary use of PA/A/V system and one microphone				
	· Digital Signage				
	· Complementary Wi-Fi access				
	· Free flowing coffee or tea set-up in the meeting				
	· Drinking water and mints				
	<b>Note: Located within the vicinity of Sta.rosa Laguna</b>				
	<b>Total Amount</b>				

**Purpose:** Purchase of meals and venue for Regional Maintenance Engineers Meeting on June 25-27, 2024

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 that I concur with the Terms and Conditons specified by DPWH Region IV - A.

Tel. No.: (049) 3481-02-14 to 15

[r4a\\_procurement@gmail.com](mailto:r4a_procurement@gmail.com)

**DPWH REGION IV-A-Procurement Unit**

Printed Name / Signature / Designation / Date

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