



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.):	2025-03-0010
Revised on :	Date:	March 5, 2025
Standard Form/Title :	Office/End-User:	ADMIN
COMPANY NAME :	Mode of Procurement:	Small Value Procurement
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 March 10, 2025** in the return envelope attached herewith.

**TERMS and CONDITIONS :**

- All entries must be typewritten or legibly written.
- Delivery period **Within Coordination Meeting** 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
- Warranty shall be for a minimum of three (3) months for supplies & materials; one (1) year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- PhilGEPS Registration Certificate/Mayor's Permit/Tax Clearance/Income/Business Tax Return(For ABCs above Php500k)/Omnibus Sworn Statement (For ABCs above Php500k) shall be attached upon submission of the quotation enclosed with Brown Envelope. (CERTIFIED TRUE COPY)
- Please indicate the brand for each items being offered.
- 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
- The approved budget ceiling for this procurement is **Php 998,000.00**

SIGNATURE REDACTED

**ATTY. CHERYLL C. ANTONIO-DAVID**

Chief, Administrative Division  
BAC Vice - Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	<b>Meals and Venue for the Participants of 8th Coordination Meeting for Legal Service and Right-of-Way Acquisition and Legal Division of Regional Office IV-A on April 1-4, 2025</b>				
	<b>Meals</b>				
1	April 1, 2025 (AM Snack, Lunch, and PM Snack)	300	pax		
2	April 2, 2025 (AM Snack, Lunch, and PM Snack)	300	pax		
3	April 3, 2025 (AM Snack, Lunch, and PM Snack)	300	pax		
4	April 4, 2025 (AM Snack, Lunch, and PM Snack)	300	pax		
5	2 Hall/Venue/Function Room (Allotment per participants, Organizers & Secretariat) with good for 300 persons	4	days		
	<b>Inclusions:</b>				
	• Use of function Room				
	• Sound System set up with 4 wireless microphone				
	• Conference table microphone				
	• Projector and screen / LED Wall				
	• Pad and pencil				
	• Wi-Fi Connection				
	• Hot and Cold-Water Dispenser				
	• Free-Flowing Coffee				
	• Table and Chairs set up				
	• Dedicated Banquet personnel ready and available				
	<b>TOTAL AMOUNT</b>				

Purpose: Purchase of Meals and Venue for the Participants of 8th Coordination Meeting for Legal Service and Right-of-Way Acquisition and Legal Division of Regional Office IV-A on April 1-4, 2025

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.

0956-7333-060

[procurement\\_r4a@dpwh.gov.ph](mailto:procurement_r4a@dpwh.gov.ph)

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

Printed Name / Signature / Designation / Date

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