

Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**DAVAO DEL NORTE DISTRICT ENGINEERING OFFICE**  
Km. 48 Canocotan, Tagum City, Davao del Norte

Name of Procuring Entity: Request for Quotation (P.R. No.) : 2025-05-0035 PR NO.: 2025-04-0128

Revised on : Date : May 16, 2025 Date : April 29, 2025

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


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 personally (submission through E-mail and courier is not recognized) duly signed by your representative not later than 10:00 AM of May 20, 2025 in the return envelope attached herewith, to the BAC Secretariat for Goods, DPWH - Davao del Norte District Engineering Office, Tagum City.

- TERMS and CONDITIONS:**
1. All entries must be typewritten or legibly written on the prescribed Request for Quotation form.
  2. Delivery period within 120 calendar 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. Phil-GEPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation.
  6. Tax Clearance Certificate
  7. Omnibus Sworn Statement
  8. Affidavit of Sole Proprietorship if Sole Proprietor/Notarized Secretary's Certificate if Corporation, Partnership and Joint Venture.
  9. Bidders shall submit original brochures showing certifications of the product.
  10. Please indicate the brand for each item being offered.
  11. The approved budget ceiling for this procurement is **Php 150,000.00**

  
**LEO ALEX M. MABANGLO**  
OIC, Office of the Assistant District Engineer  
DPWH Davao del Norte District Engineering Office  
BAC Chairperson

Item	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	<b>One (1) Job Order: CATERING SERVICES</b>				
1	For the conduct of various Staff/Coordination/Meetings/Seminars/Workshops and other similar activities to be undertaken by this office.	350	pax		
	Service Required:				
	<b>I. Snacks with Flowing Coffee</b>				
	1. Snacks only				
	2. Two (2) Snacks Only				
	<b>II. Package Meal (with flowing coffee)</b>				
	1. 1 Snacks and Lunch only				
	2. 2 Snacks and Lunch only				
	3. 2 Snacks with Lunch and Dinner				
	4. 2 Snacks with Breakfast, Lunch and Dinner				
	<b>Menu to Include:</b>				
	2 Main Courses, Vegetables, Soup Rice, Dessert, Soft Drinks and Juice				
	-2 Standby Waiters				
	-At least 3 sets of Menu should be submitted and shall form part of technical documents				
	-Notice will be issued 1 week prior to be scheduled activities				
	-Choices of menu will be coordinated with the end-users				
	-Billing may be every activity is conducted				
	-----/				
	<b>Total amount: (Please specify total amount in words)</b>		<b>TOTAL</b>		
	<i>Catering Services for various Coordination Meetings and Similar Activities</i>				
	<i>in the DPWH, Davao del Norte DEO, Tagum City, Davao del Norte</i>				

Brand and Model :

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 Conditions specified by DPWH.

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

Printed Name / Signature / Date

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