



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.): 2024-02-0010	
Revised on :		Date: February 16, 2024	
Standard Form/Title :		Office/End-User: ADMIN - HRDS	
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 February 20, 2024** in the return envelope attached herewith.

**TERMS and CONDITIONS :**

1. All entries must be typewritten or legibly written.
2. Delivery period is until before the first date of the training/seminar 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 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. **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. The approved budget ceiling for this procurement is **Php 68,900.00**

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

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	<b>Training Kit for use in participants of</b>				
	<b>"Integrity, Transparency, and Accountability in</b>				
	<b>Public Service (ITAPS) Training Program" on</b>				
	<b>March 4-6, 2024</b>				
	<b>Training kit inclusions:</b>	120	set		
	• 1pc Plastic Envelop, Long size				
	• 1pc Binder Filler Notebook (20 leaves, size 8.5"x6)				
	• 1pc Ballpoint Pen (Blue or Black)				
	• 1pc Transparent Plastic ID Holder with Metal Clip				
	(size 3"x4" landscape)				
	<b>Training Kit for use in participants of</b>				
	<b>"Seminar in Materials Quality Control in Project</b>				
	<b>Implementation" on March 12-27, 2024</b>				
	<b>Training kit inclusions:</b>	50	set		
	• 1pc Module Bag (Transparent, Blue or Orange only)				
	(size 13" x 9.5" )				
	• 2pcs Binder Filler Notebook (20 leaves, size 8.5"x6)				
	• 2pcs Ballpoint Pen (Blue or Black)				
	• 1pc Transparent Plastic ID Holder with Metal Clip				
	(size 3"x4" landscape)				
	<b>PAGE 1 OF 2</b>	<b>Sub Total Amount</b>			

Purpose:	For use of the participants in the following trainings: Integrity, Transparency, and Accountability in
	Public Service (ITAPS), Seminar in Materials Quality Control in Project Implementation & Results
	Monitoring and Evaluation (RME) Training - Module 1

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 Conditions specified by DPWH Region IV - A.

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

Printed Name / Signature / Designation / Date

[r4a.procurement@gmail.com](mailto:r4a.procurement@gmail.com)

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

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



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Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	<b>Training Kit for use in participants of</b>				
	<b>"Results Monitoring and Evaluation (RME)</b>				
	<b>Training – Module 1 to be held in DPWH Region</b>				
	<b>IV-A Training Room, Canlubang Interchange,</b>				
	<b>Brgy. Mayapa, Calamba City, Laguna</b>				
	<b>on April 24-26, 2024</b>				
	<b>Training kit inclusions:</b>	40	set		
	• 1pc Long Plastic Envelop w/ handle				
	• 1pc Brown Envelop				
	• 1pc Marker (black)				
	• 1pc Pencil and Sharpener				
	• 1pc filler notebook, 20 leaves, size 8.5"x6"				
	• 1 Ballpoint Pen (blue or black)				
	• 1 Transparent Plastic ID Holder with Metal Clip				
	size 3"x4" landscape				
		<b>Sub Total Amount(1)</b>			
		<b>Sub Total Amount(2)</b>			
	<b>PAGE 2 OF 2</b>	<b>Total Amount</b>			

Purpose:	For use of the participants in the following trainings: Integrity, Transparency, and Accountability in
	Public Service (ITAPS), Seminar in Materials Quality Control in Project Implementation & Results
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