

Republic of the Philippines  
Department of Public Works and Highways  
NATIONAL CAPITAL REGION  
Manila

Page 1 of 2

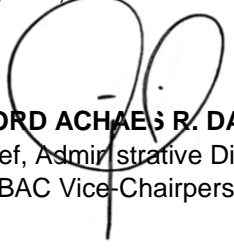
Name of Procuring Entity	Request for Quotation (P.R.): 2024-03-012
Revised on	Date: 03/20/2024
Standard Form/Title	REQUEST FOR QUOTATION
Office/End-User:	DPWH-NCR
COMPANY NAME:	
ADDRESS :	
TEL. NO./FAX NO.:	

Please quote your lowest price on the item(s) listed below, subject to the Terms and Condition listed below and submit your quotation duly signed by your representative not later than 10:00 A.M. of March 25, 2024 in the return sealed envelope attached herewith to the BAC Secretariat, 2nd Floor, 2nd St., Port Area, Manila

**TERMS and CONDITION :**

1. All entries must be type written or lightly written
2. Delivery period within One (1) calendar day 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 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 or Registration No./ Mayor's Permit/ DTI or SEC Registration Certificate/ Tax Clearance / Omnibus Sworn Statement (For ABCs above ₱50K) / Income/Business Tax Return (For ABCs above ₱500k) shall be attached upon submission of the quotation.
6. Bidders shall submit brochures showing certifications of the product applicable
7. Please indicate the brand for each item being offered.
8. All documents must be CERTIFIED TRUE COPY.
9. The approved budget ceiling for this procurement is **Php 345,000.00**

Very truly yours,

  
**JORD ACHAE S. R. DAVID**  
Chief, Administrative Division  
BAC Vice-Chairperson

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT	BRAND AND MODEL
1	AM Snack	150	pax	P	P	
2	Lunch	150	pax	P	P	
3	PM Snack	150	pax	P	P	
4	Venue	150	lot	P	P	
	(allotment per participants, organizers, and secretariats)					
	-Will be provided by the winning bidder					
	(preferably hotel/function room within Manila)					
	-Venue is known for conducting meetings and					
	seminars					
	-Has separate comfort rooms for female, male,					
	and PWD					
	-If meeting is conducted on 2nd floor and above,					
	the venue should have an accessible elevator					
	and provisions for PWD					
	-Has an internet access and parking passes					
	-Hotel/Function room is subject to government's					
	protocol during pandemic.					
	Inclusion:					
	-Has a free flowing coffee and tea facility					
	- Free WIFI Connection					
	-I.T. Equipment like LCD Projector and Screen, and Microphones					

Delivery Period : \_\_\_\_\_

Price Validity : \_\_\_\_\_

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

After having carefully read and accepted your General condition I / We quote you on the item(s) at prices noted above.

\_\_\_\_\_  
Printed Name/Signature

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Chief, Administrative Division

BAC Vice-Chairperson

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT	BRAND AND MODEL
	-Podium with microphone					
	-Registration table					
	-Supplies and Material (Flipcharts with pencils, pads, markers)					
	-Has a Parking lot and complimentary Parking pass for the attendees					
	X-X-X					
	GRAND TOTAL =				P	
	NOTE: For Seminar on the Orientation on One-Time Cleansing of Property,					
	Plant, and Equipment (PPE) Account Balances and Implementation of the					
	Increase in Capitalization Threshold of Semi-Expendable Properties, and					
	Disposal of Government Properties					

Delivery Period : \_\_\_\_\_

Price Validity : \_\_\_\_\_ Warranty : \_\_\_\_\_

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\_\_\_\_\_  
Printed Name/Signature