



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**MINDORO ORIENTAL**  
**DISTRICT ENGINEERING OFFICE**  
REGIONAL OFFICE IV-B  
Masipit, Calapan City, Oriental Mindoro

Name of Procuring Entity Request for Quotation (PR. No.) : 2024-10-454  
Revised on : Date : 10/24/24  
Standard Form/Title : REQUEST FOR QUOTATION Office/End-User : Maintenance 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 duly signed by your representative not later than 10:00 A.M. of November 4, 2024 in the return envelope attached herewith, to the Goods & Services Division, Procurement Services, Masipit, Calapan City, Oriental Mindoro.

**TERMS and CONDITIONS :**

- All entries must be typewritten or legibly written.
- Delivery period within 70 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.
- 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.
- Price validity shall be for a period of sixty (60) calendar days.
- G-EPS Registration Certificate/ Mayor's Permit / DTI / SEC shall be attached upon submission of quotation.
- The approved budget ceiling for this procurement is P 712,500.00
- The DPWH reserves the right to accept or reject any bid to annul the bidding process and to reject all bids at any time prior to the contract award without thereby incurring any liability to the affected bidder.
- Bidder/s may submit an open or sealed quotation.
- RFQ can be submitted in person or thru registered mails, facsimile or email.

  
**ALBIEN M. MAHIA**  
Assistant District Engineer  
(BAC- Chairperson)

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	<b>Food (Meals &amp; Snacks)</b>				
1	Breakfast (Not Included in accomodation)	7	pax		
2	A.M Snacks	45	pax		
3	Lunch	45	pax		
4	P.M Snacks	45	pax		
5	Dinner	45	pax		
	<b>Training Materials</b>				
6	Training Kits/Materials/Bags	45	pc.		
7	Polo Shirt (with Design and Logo)	45	pc.		
8	Jacket (with Logo)	45	pc.		
	<b>Accomodation and Venue</b>				
9	Family Room (8 pax)	1	ea.		
10	Standard Room (4 pax)	7	ea.		
11	Standard Room (2 pax)	1	ea.		
12	Venue / Hall	1	l.s		
	<b>Service Vehicle</b>				
13	Van Rental (On-site Training)	3	ea.		
	<b>Miscellaneous</b>				
14	Token (Speakers and Participants)	1	l.s		
	The awarding of Contract/P.O. under this RFQ will be on a lump-sum basis, hence, Supplier must quote for all of the items. Any erasure, correction or alteration made by the Supplier in any of the items shall render the bid non-complying, hence, a ground for disqualification.				
	Please specify brand name if applicable.				

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.

Tel. No. \_\_\_\_\_ Telefax: \_\_\_\_\_

Printed Name / Signature / Date

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