

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

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Name of Procuring Entity	Request for Quotation (P.R.): 2025-02-005
Revised on	Date: 02/21/2025
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 9:00 A.M. of February 26, 2025 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, delivery period, price validity and warranty.
8. All documents must be CERTIFIED TRUE COPY.
9. The approved budget ceiling for this procurement is **Php 54,000.00**

Very truly yours,

**JORD ACHAS R. DAVID**  
Chief, Administrative Division  
BAC Chairperson

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT	BRAND AND MODEL
1	AM Snack	90	pax	P	P	
2	Lunch	90	pax	P	P	
3	PM Snack	90	pax	P	P	
	Inclusion:					
	-tables and chairs set up by the caterer					
	-with free flowing coffee/juice for the participants,					
	speakers, guests, and personnel					
	-Lunch will be buffet type					
	x x x					
	<b>GRAND TOTAL =</b>				<b>P</b>	
	NOTE: Seminar/Workshop for Metro Manila Communication Enhancement Program (MCEP)					

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