



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**BAGUIO CITY DISTRICT ENGINEERING OFFICE**  
Engineer's Hill, Baguio City, Cordillera Administrative Region



Name of Procuring Entity: **DPWH-BCDEO**

Revised on: May 24, 2004

Standard Form Title:

Request for Quotation No: 24-08-038

Date : August 6, 2024

Office/End User :

**REQUEST FOR QUOTATION (Small Value Procurement)**

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Tel.No./Fax No: \_\_\_\_\_

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:A.M. on **August 09, 2024** in the return envelope attached herewith to the BAC Office DPWH-BCDEO, Engineers Hill, Baguio City

**TERMS and CONDITIONS**

1. All entries must be typewritten or legibly written
2. Delivery period within period covered, upon receipt of 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 Number; Mayor's Permit; Omnibus Sworn Statement & shall be submitted with the quotation.**
6. Bidders shall submit brochures of the product/s if Applicable
7. Indicate the brand of the product/s offered.
8. The approved budget ceiling for this procurement is **Php250,750.00**
9. The DPWH Baguio City District Engineering Office reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

**GIL L. NUQUE**  
Chief Quality Assurance  
BAC Chairman

ITEM NO.	ITEM AND DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Day 1-2 (August 12-13, 2024) 2 days Catering Services & use of function hall w/ tables, chairs, sound system and screen projector (Package)  <b>Procurement of Catering Service &amp; Venue for the Conduct of Accountants and Budget Officers Meeting. (CAR Regional &amp; District)</b>  Contract ID Number: <b>24GPD38</b>  <b>Note:</b> The Awarding for this RFQ is by lot basis Prospective Supplier must quote for all the items otherwise they will be subjected for disqualification	85	pax		

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.*

Telefax: 442-8195/4576  
c/o Tedler H. Depaynos, Jr.  
Head BAC Secretariat

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

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