



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT

REGIONAL OFFICE 12
DBM COMPOUND, BRGY. MORALES, KORONADAL CITY - 9506
TEL. NO. (083) 228-9788, T/F NO. (083) 228-5546
eMail Add: dbm_ro12@dbm.gov.ph

_____ *Date*

_____ *Company Name*

_____ *Address*

REQUEST FOR QUOTATION NO. DBMXII-RFQ-2023-04-037

The Department of Budget & Management Regional Office XII invites PhilGEPS registered suppliers to supply **catering services during DBM 87th Anniversary celebration.**

No.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	Approved Budget for the Contract (ABC)
	Catering services for DBM 87th Anniversary celebration	pax	44	1,200.00	52,800.00
	DATE:				
	April 25, 2023				
	Buffet Breakfast				
	Steamed Rice / Fried Rice				
	3 viand				
	Drinks Coffee, Hot Choco or Juice				
	AM (heavy snacks)				
	Buffet lunch				
	Steamed Rice				
	5 viand				
	Soup				
	Dessert				
	Drinks				
	PM (heavy snacks)				
	Buffet Dinner				
	Steamed Rice				
	5 viand				
	Soup				
	Dessert				
	Drinks				

The deadline of submission of quotation shall be on April 24, 2023 at 10:00 AM. The bidders shall send their duly accomplished quotation form to DBM 12, DBM Drive, Barangay Morales, Koronadal City 9506. Late submission shall be rejected.

INSTRUCTIONS:

- 1) All entries shall be typed or written in a clearly legible manner in indelible ink.
- 2) Prices are inclusive of taxes, delivery and other incidental costs.
- 3) Supplier shall offer one (1) item/brand only. Alternative Bids shall be rejected.
- 4) Specifications provided are minimum, hence, higher specifications may be accepted subject to evaluation.
- 5) Delivery schedule must be one (1) day/s upon receipt of the Purchase Order.
- 6) Please submit a copy of valid mayor's permit and indicate Philgeps registration number at the lower left portion of the quotation form.
- 7) Supplier with the lowest bid is required to submit prior year Annual Tax return and notarized Omnibus Sworn Statement within 3 (three) days from recite of notice.

For more information, please contact the DBM XII BAC Secretariat at telephone no. (083)2289788 or 09189042559.

DBM XII BAC reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. It further reserves the right to reject any and all proposals, or declare a failure of bidding, or not award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

LIBERTINE G. CAGANG
BAC Chairperson

QUOTATION FORM

Date _____
Request for Quotation No. _____

To: The Chairman
The DBM 12 Bids & Awards Committee XII
DBM Compound, DBM Drive
Barangay Morales, Koronadal City

Having examined the Request for Quotation Form No. DBMXII-RFQ-2023-04-037, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **Supply the following item/s** in conformity with this Request for Quotation:

No.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	Approved Budget for the Contract (ABC)
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	Soup				
	Dessert				

Mandatory Requirement: *Supplier shall indicate in the "Supplier's Specifications Column" the actual specifications of item being offered.*

Delivery Period: One (1) CALENDAR DAY/s
Price Validity: SIXTY (60) calendar days

TOTAL PRICE IN WORDS _____

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule.

This Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any bid you may receive and that any/all expense that we may incur in the preparation of this bid is for our own account.

Dated this _____ day of _____ 2023.

Authorized Signatory

Position

Duly authorized to sign Bid for and on behalf of

Company's Name

Philgeps Registration No.: _____