

Republic of the Philippines
Department of Public Works and Highways
Sorsogon 1st District Engineering Office
Guinajan, Sorsogon City

Name of Procuring Entity : DPWH-Sorsogon 1st DEO

Request for Quotation (P.R. No.): 2025-08-0076

Revised on :

Date: 8/18/25

Standard Form/Title : REQUEST FOR QUOTATION

Office/End-User: DPWH Sorsogon 1st DEO

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 of later than 10:00 A.M. of ~~Aug. 12, 2025~~ in the return envelope attached herewith, to the Procurement Unit, DPWH Sorsogon 1st DEO, Guinajan, Sorsogon City.

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period within Thirty (30) calendar days upon receipt of the approved funded Purchased 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 for IT Equipment from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- For all Supplier, the two (2) envelope system will be followed.
The first envelope shall contain the following eligibility documents:
PhilGEPS Registration Certificate (Platinum), Mayor's Permit, DTI/SEC Registration, Tax Clearance including Income Tax Return, Certificate of registration, original brochures showing certifications of the product (if applicable), omnibus sworn statement (n/a for ABC < 50,000.00)
shall be attached upon submission of the quotation.
- Bidders shall submit original brochures showing certifications of the product if applicable.
- Please indicate the brand for each item being offered. (if applicable)
- The approved budget ceiling for this procurement is ₱107,547.00
- Please specify brand name otherwise, bids will not be accepted.
- Quotation thru electronic mail/fax will not be accepted.


LARRY B. REYES
Administrative Officer
BAC-Chairman

ITEM NO.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Senior Executive Chair – Leather High back Leatherette Executive Chair 360° swivel Chrome Plated star-base Wide Comfy seat	1	unit		
2	Metal Drawer Office File Cabinet Drawer Pedestal with lock Steel Mobile Multi-layer Drawer (3 layer) (grey) (48cm/18.89 inches x 28cm/11.02 inches x 41cm/16.14 inches)	2	pcs		
3	RGB Desktop Monitor Riser Multifunction foldable USB computer riser, dual colorful RGB breathing atmosphere lights, 4 USB 2.0 ports with high speed up to 480 mbps, hide mobile phone holder & hide storage small drawer, color: white, Model: T1, Bearing Weight: 30kg, Cable Length: 1m/3.28ft, Expand: 550x200x7mm/21.65x7.87x2.9", folding: 410x200x75mm/16.14x7.87x2.95"	2	pcs		
4	Metal Tray Desk Organizer (legal size, 3 layer)	1	pc		
5	Metal Rack, 5 Layers, 70cm x 30cm x 150cm	1	unit		
6	Digital Wall Clock, LED display, shows hour, minute, month, day and temperature, dimensions: 51.6 x 4.3 x 18.2 cm (LxWxH)	2	pcs		
7	Ergonomic Chair (Color: Gray White, Mesh High Density foam and chrome Steel leg)	7	unit		
8	Storage Rack, School bag, Storage box, moveable Office Desk Book Storage Box Storage Basket - Storage Rack Box - (NARROW) Size: 36.3cm x 29cm x 19.4cm - with wheels and cover	2	pcs		
9	Mobile/Drawer Cabinet	14	pcs		
	Purpose: Supply & delivery of Furniture & Fixtures for use in Office of the ADR, Cash Unit, Records Unit, General Services Unit, & Planning & Design Section Assurance (3rd Quarter 2025), 1st District DPWH Sorsogon 1st DEO, Guinajan Sorsogon City.				
TOTAL -----					
Amount in Words:					

Brand and Model :

Warranty :

Delivery Period :

Price Validity :

After having carefully read and accepted your General Conditions, I/we quote you a the item(s) at prices not 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.

Printed Name/Signature/Date

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

CHECKLIST FOR GOOD'S

(Mode of Procurement: SMALL VALUE PROCUREMENT)

Attachment :

A. Eligibility and Technical Documents:

1. DTI Business Name/SEC Registration of Supplier
2. TAX Clearance & Monthly Payment of Taxes including Income/Business Tax Return
3. Certificate of PHILGEPS Registration
4. Latest/Updated Mayor's/Business Permit
5. Certificate of Registration (COR)
6. Omnibus Sworn Statement (Revised per GPPB Resolution No. 16-2020)
7. Bidders shall submit original brochures showing certifications of the product (if applicable)
8. Special Power of Attorney of Liaison and Valid Identification Card (if applicable)

B. Financial Documents

1. Request for Quotation

Note: Please indicate the brand for each items being offered (if applicable)

Supplier's Signature