

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Regional Office I  
City of San Fernando (La Union)

Name of Procuring Entity : DPWH-ROI	Request for Quotation No. :	2024-03-014
Revised on :	Date :	March 15, 2024
Standard Form/Title	REQUEST FOR QUOTATION	Office/End-User : DPWH ROI

**COMPANY**  
**NAME :**  
**ADDRESS :**  
**TEL. NO./FAX**  
**NO. :**

**TIN 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 10:00 AM of March 19, 2024 manually thru sealed envelop, to the BAC Secretariat, DPWH Regional Office I, Aguila Road, San Fernando City (La Union).

**TERMS and CONDITIONS**

1. All entries must be typewritten or legibly written.
2. Delivery period: within 15 ( Fifteen) calendar 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.
3. 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.
4. Price validity shall be for a period of sixty (60) calendar days.
5. Mayor's/ Business Permit, PhilGEPS Registration Certificate, shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product.
7. Please indicate the brand of each items being offered.
8. The approved budget ceiling for this procurement is : **PHP 576,935.01**

  
**GERRY G. JUCAR**  
Chief, Construction Division  
BAC Chairman

Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Ballpen Ordinary, black	-120-	Pcs		
2	Ballpen Ordinary, blue	-120-	Pcs		
3	Battery AA, 2pcs/packet	-3-	Packets		
4	Battery AAA, 2pcs/packet	-3-	Packets		
5	Battery AA, rechargeable, with charger	-1-	Packet		
6	Battery AAA, rechargeable, with charger	-1-	Packet		
7	Book, Official Record Book, 300 pages	-10-	Pcs		
8	Book, Columnar pad, 14 columns, yellow	-5-	Pcs		
9	Calculator, Scientific, 12 digits FX 95MS	-5-	Units		
10	Clip, backfold, 3/4", metal	-10-	Boxes		
11	Clip, backfold, 1", metal	-10-	Boxes		
12	Clip, backfold, 1 1/4 inch, metal	-5-	Boxes		
13	Clip, backfold, 2 inch, metal	-5-	Boxes		
14	Clip, paper, small, plastic	-10-	Boxes		
15	Clearbook, A4, Refillable PCL27 Long 20Sheets 27Holes Silver	-3-	Pcs		
16	Clearbook, Long. Refillable PCL27 Long 20Sheets 27Holes Silver	-3-	Pcs		
17	Correction tape, jumbo/big	-40-	Pcs		
18	Correction pen Metal Tip	-10-	Pcs		
19	Data file box 5" x 9" x 15-3/4", blue	-5-	Pcs		
20	Date Stamp, 5mm	-5-	Pcs		

**TOTAL AMOUNT IN FIGURES:**

**TOTAL AMOUNT IN WORDS:**

**PURPOSE:** Supply and Delivery of Office Supplies for use of DPWH Regional Office I, City of San Fernando, La Union (1st Quarter 2024)

Brand and Model: \_\_\_\_\_  
Delivery Period: \_\_\_\_\_

Warranty : \_\_\_\_\_

Price Validity : \_\_\_\_\_

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Printed Name / Signature / Date

Publication: March 15, 2024

Telefax: (072) 242-93-51  
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Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
21	Envelope Kraft, (brown), long	-250-	Pcs		
22	Envelope Kraft, (brown), A4	-100-	Pcs		
23	Envelope Kraft, (brown), short	-150-	Pcs		
24	Envelope, expanding, long, brown, 100pcs/box	-2-	boxes		
25	Eraser, ordinary (plastic/rubber)	-10-	Pcs		
26	Fastener, non-rust metal, 50's	-25-	Boxes		
27	Folder Long (tagboard), white, 100/pack	-3-	Packs		
28	Folder Loose leaf, green	-30-	Pcs		
29	Folder, Press board (expanding), 100/box	-1-	Boxes		
30	Folder, Report Cover Folder, A4	-5-	Pcs		
31	Folder, Report Cover Folder, Long	-5-	Pcs		
32	Glue, 250 grms	-5-	Pcs		
33	Glue stick for glue gun	-30-	Pcs		
34	Heavy Duty Gun Tacker	-2-	Pcs		
35	Heavy Duty Glue Gun	-3-	Pcs		
36	Marking pen, permanent, blue	-5-	Pcs		
37	Marking pen, fluorescent (assorted colors)	-10-	Pcs		
38	Marking pen, whiteboard, black	-10-	Pcs		
39	Mouse pad, egonomic with gel wrist rest, plain color	-3-	Pcs		

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**PURPOSE:** Supply and Delivery of Office Supplies for use of DPWH Regional Office I, City of San Fernando, La Union (1st Quarter 2024)

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40	Paper Bond, subs. 20, short	-20-	Reams		
41	Paper Bond, subs. 20, long/legal	-100-	Reams		
42	Paper Bond, subs. 20, 8.5"x14"	-20-	Reams		
43	Paper Bond, subs. 20 A4	-100-	Reams		
44	Paper Bond, subs. 20 A3	-40-	Reams		
45	Paper, Oslo	-5-	Packs		
46	Paper, Photo, A4, 10's	-10-	Packs		
47	Paper, Specialty board, A4, Blue	-15-	Packs		
48	Paper, Specialty board, A4, White	-5-	Packs		
49	Paper, Sticker, A4, white	-5-	Packs		
50	Paper Tray, 3 layers	-3-	Pcs		
51	Paper, Yellow, Ruled, Long	-5-	Pads		
52	Pencil, with eraser, No. 2	-100-	Pcs		
53	Ribbon Cartridge for Epson LQ310 Dot Matrix Printer	-1-	Pcs		
54	Ruler, 12" plastic	-5-	Pcs		
55	Ruler, steel, 12"	-3-	Pcs		
56	Scissors, 7"	-3-	pairs		

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**PURPOSE:** Supply and Delivery of Office Supplies for use of DPWH Regional Office I, City of San Fernando, La Union (1st Quarter 2024)

Brand and Model: _____	Warranty : _____
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Chief, Construction Division  
BAC Chairman

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57	Puncher, heavy duty	-3-	Pcs		
58	Rubber band, #18, flat	-3-	Boxes		
59	Sign pen, gel, 0.5mm ball needle point, black	-100-	Pcs		
60	Sign pen, gel, 0.5mm ball needle point, blue	-100-	Pcs		
61	Sign pen, gel, 0.5mm ball needle point, green	-10-	Pcs		
62	Sponge with case, finger moistener, ordinary	-3-	Pcs		
63	Stamp pad, Felt, purple	-3-	Pcs		
64	Staple wire, standard	-10-	Boxes		
65	Staple wire for gun tacker	-2-	boxes		
66	Stapler with staple wire remover	-3-	Pcs		
67	Staple remover, Plier Type	-3-	Pcs		
68	Stenographer Notebook	-3-	Pcs		
69	Stick on notes, Post it, 3" x 3"	-10-	Pads		
70	Stick on notes, Post it, 3" x 4"	-10-	Pads		
71	Storage File Box, 12 x 16 inch, blue	-3-	pcs		
72	Tape, Adhesive duct tape, silver	-5-	rolls		

**TOTAL AMOUNT IN FIGURES:**

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**PURPOSE:** Supply and Delivery of Office Supplies for use of DPWH Regional Office I, City of San Fernando, La Union (1st Quarter 2024)

Brand and Model: \_\_\_\_\_

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**GERHY G. JUCAR**  
Chief, Construction Division  
BAC Chairman

Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
73	Tape, Binding, 2", Black	-3-	Rolls		
74	Tape, Cloth duct tape, red, 2"	-3-	rolls		
75	Tape, Cloth duct tape, blue, 2"	-3-	rolls		
76	Tape, Masking, 1"	-5-	rolls		
77	Tape, Masking, 2"	-10-	rolls		
78	Tape, Scotch (transparent), 1"	-50-	rolls		
79	Tape, Scotch (transparent), 2"	-10-	rolls		
80	Tape, Double Sided, 1"	-10-	rolls		
81	Tape, Packaging 2"	-5-	rolls		
82	Broom, Soft (Tambo)	-5-	Pcs		
83	Broom, Coconut midrib (Tingting)	-5-	Pcs		
84	Brush, With handle & case (for toilet bowl)	-1-	Pcs		
85	Detergent bar, 400g	-15-	Pcs		

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**PURPOSE:** Supply and Delivery of Office Supplies for use of DPWH Regional Office I, City of San Fernando, La Union (1st Quarter 2024)

Brand and Model: \_\_\_\_\_  
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 Chief, Construction Division  
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86	Detergent powder, all purpose 1 kg	-20-	Pouches		
87	Brush, Floor, no handle	-5-	Pcs		
88	Disinfectant spray, 340 grms.	-15-	Tubes		
89	Cloth, Cleaning cloth, Chamois	-5-	Pcs		
90	Floormat, Oblong	-2-	Pcs		
91	Garbage bag, black, 10pcs/pack, XL	-25-	Packs		
92	Glass cleaner, 500 ml	-10-	Pcs		
93	Furniture Cleaner, 330 ml	-2-	Tubes		
94	Insecticide, 500 ml	-15-	Tubes		
95	Mop & Bucket with spin wringer	-1-	Pcs		
96	Muriatic acid, Industrial, 1 ltr./btl.	-15-	Bottles		
97	Rags, cotton (round)	-30-	Kilos		
98	Tissue paper, 3 ply, 12 pcs/pack	-15-	Packs		

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**PURPOSE:** Supply and Delivery of Office Supplies for use of DPWH Regional Office I, City of San Fernando, La Union (1st Quarter 2024)

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BAC Chairman

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99	Toilet bowl cleaner, 500 ml	-15-	Bottles		
100	Toilet deodorant cake	-30-	Pcs		
101	CDR with case	-5-	Pcs		
102	CDRW with case	-5-	Pcs		
103	External Hard Drive, 1 TB, HDD	-5-	Pcs		
104	Flash drive, USB, 32 GB	-10-	Pcs		
105	Flash drive, USB, 16 GB	-5-	Pcs		
106	Flash drive, USB, 2 GB	-15-	Pcs		
107	Epson Ink bottle T6641, black (original)	-20-	Pcs		
108	Epson Ink bottle T6642, cyan (original)	-10-	Pcs		
109	Epson Ink bottle T6643, magenta (original)	-10-	Pcs		
110	Epson Ink bottle T6644, yellow (original)	-5-	Pcs		
111	Epson, Ink Bottle, bottomless, 003, B (original)	-25-	Pcs		

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6. Bidders shall submit original brochures showing certifications of the product.
7. Please indicate the brand of each items being offered.
8. The approved budget ceiling for this procurement is : **PHP 576,935.01**

  
**GERMY G. JUCAR**  
 Chief, Construction Division  
 BAC Chairman

Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
112	Epson, Ink Bottle, bottomless, 003, C (original)	-10-	Pcs		
113	Epson, Ink Bottle, bottomless, 003, M (original)	-10-	Pcs		
114	Epson, Ink Bottle, bottomless, 003, Y (original)	-10-	Pcs		
115	Ink, stamp pad, purple	-5-	bottles		
116	Ink, Brother, BTD60 BK	-1-	bottles		
117	Ink, Brother, BT5000 C	-1-	bottles		
118	Ink, Brother, BT5000 M	-1-	bottles		
119	Ink, Brother, BT5000 Y	-1-	bottles		
120	Ink Cartridge, Canon, 810 Black	-5-	pcs		
121	Ink Cartridge, Canon, 811 Colored	-5-	pcs		
122	Toner, Canon, NPG-67, Black	-3-	pcs		
123	Toner, Canon, NPG-67, Cyan	-1-	pc		
124	Toner, Canon, NPG-67, Magenta	-1-	pc		

**TOTAL AMOUNT IN FIGURES:**

**TOTAL AMOUNT IN WORDS:**

**PURPOSE:** Supply and Delivery of Office Supplies for use of DPWH Regional Office I, City of San Fernando, La Union (1st Quarter 2024)

Brand and Model: \_\_\_\_\_  
 Delivery Period: \_\_\_\_\_

Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

*After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at Prices noted 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.*

The awarding for this RFQ will be on a lump-sum basis. Prospective suppliers must quote for all of the items, otherwise, they will be subjected for disqualification.

Printed Name / Signature / Date

Publication: March 15, 2024

Telefax: (072) 242-93-51  
 c/o BAC Secretariat

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



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
Regional Office I  
City of San Fernando (La Union)

Name of Procuring Entity : DPWH-ROI	Request for Quotation No. :	2024-03-014
Revised on :	Date :	March 15, 2024
Standard Form/Title	REQUEST FOR QUOTATION	Office/End-User : DPWH ROI

**COMPANY**  
**NAME :**  
**ADDRESS :**  
**TEL. NO./FAX**  
**NO. :** **TIN 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 10:00 AM of March 19, 2024 manually thru sealed envelop, to the BAC Secretariat, DPWH Regional Office I, Aguila Road, San Fernando City (La Union).

**TERMS and CONDITIONS**

1. All entries must be typewritten or legibly written.
2. Delivery period: within 15 ( Fifteen) calendar 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.
3. 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.
4. Price validity shall be for a period of sixty (60) calendar days.
5. Mayor's/ Business Permit, PhilGEPS Registration Certificate, shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product.
7. Please indicate the brand of each items being offered.
8. The approved budget ceiling for this procurement is : **PHP 576,935.01**

  
**GERRY G. JUCAR**  
Chief, Construction Division  
BAC Chairman

Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
125	Toner, Canon, NPG-67, Yellow	-1-	pc		
126	Toner Cartridge, Develop TN221K Genuine	-1-	pc		
127	Toner Cartridge, Develop TN221Y Genuine	-1-	pc		
128	Toner Cartridge, Develop TN221C Genuine	-1-	pc		
129	Toner Cartridge, Develop TN221M Genuine	-1-	pc		
130	Toner, TN228 Black	-1-	pc		
131	Toner, TN228 Cyan	-1-	pc		
132	Toner, TN228 Magenta	-1-	pc		
133	Toner, TN228 Yellow	-1-	pc		
134	Mouse, Usb type for laptop	-2-	pcs		
135	Mousepad, Ergonomic with wristrest	-3-	pcs		
136	Extension Wire, 4 gang universal, 5 mtrs	-3-	pcs		
137	Keyboard	-3-	pcs		
138	Starter, Fluorescent, 4-65 Watt	-10-	pcs		

**TOTAL AMOUNT IN FIGURES:**

**TOTAL AMOUNT IN WORDS:**

**PURPOSE:** Supply and Delivery of Office Supplies for use of DPWH Regional Office I, City of San Fernando, La Union (1st Quarter 2024)

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 noted 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.*

The awarding for this RFQ will be on a lump-sum basis.  
Prospective suppliers must quote for all of the items, otherwise, they will be subjected for disqualification.

Printed Name / Signature / Date

Publication: March 15, 2024

Telefax: (072) 242-93-51  
c/o BAC Secretariat

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

## City of San Fernando (La Union)

10 of 10



## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*