



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BENGUET 2ND DISTRICT ENGINEERING OFFICE
Natubleng, Buguias, Benguet, Cordillera Administrative Region



Name of Procuring Entity: Department of Public Works and Highways - Benguet 2nd District Engineering Office

Request for Quotation (P.R No.): **RFQ No. 2024-12-056** dated December 10, 2024
PR No. PR2024-12-088 dated December 4, 2024

Revised on:

Date:

Standard Form/Title: **REQUEST FOR QUOTATION (SHOPPING)**

Office/End User: **Maintenance Section**

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

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 A.M.** of **December 16, 2024** in the return envelope attached herewith, to the BAC Secretariat for Goods, DPWH-BSDEO.

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period within 15 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.
- 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.
- Price Validity shall be for a period of sixty (60) calendar days.
- G-EPS Registration Certificate and Mayor's Permit shall be attached upon submission of the sealed quotation.
- NOTE: Please submit three (3) duly certified photocopies of each document stated in term and condition no. 5 and original copy of this accomplished RFQ & two (2) certified photocopies
- Bidders shall submit original brochures of the product.
- Please indicate the brand for each items being offered.
- Cost of Bidding Document: **Php1,000.00**
- The approved budget ceiling for this procurement is **Php768,040.00**

PATERNO C. GONZALO
Chief, Administrative Section
BAC Vice Chairperson

Item No.	ITEMS & DESCRIPTIONS	Brand/Model	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Ballpoint Pen, Black, retractable		10	ream		
2	Ballpoint Pen, Blue, retractable		10	ream		
3	Battery, Dry Cell, AA, 4pcs/pack		10	pack		
4	Cellophane Wrapper, colored		30	piece		
5	Data/ Signal Receiver (mobile/wifi)		5	piece		
6	Extension Wire, 4-multi-function socket, heavy duty, 15meters		5	piece		
7	Glue, multi-purpose, 473ml		10	jar		
8	Hard Drive, External, 1TB		10	piece		
9	Paper Shredder, 16 sheets, 30 mins run time, heavy duty		2	unit		
10	Fixion Pen, Black, 0.4mm needle tip, 12s/box		5	box		
11	Fixion Pen, Blue, 0.4mm needle tip, 12s/box		5	box		
12	Double Sided Tape, 1"		10	roll		
13	Fastener, for paper, metal, 70mm between prongs, 50set/box		20	box		
14	Correction Pen, fluid		25	piece		
15	USB Adapter Hub, Type-C, at least 3-outlets		5	piece		
16	Folder, pressboard, plain, Legal, 100s/box		1	box		
17	Marker, whiteboard, black, felt tip, bullet type		2	box		
18	Marker, whiteboard, blue, felt tip, bullet type		2	box		
19	Note Pad, stick-on, 3"x3", 100s/pad		30	pad		
20	Note Pad, stick-on, 3"x4", 100s/pad		30	pad		
21	Note Pad, stick-on, 2"x3", 100s/pad		30	pad		
22	Photo Paper, Premium, Glossy, 210mmx297mm		15	pack		
23	Tissue Paper, 4-ply, pull-up, 10s/pack		30	pack		
24	Notes, post-it "sign here", 1/2, 100s/pad		50	pad		
25	Paper, A3, 80 gsm		5	ream		
26	Stamp Pad, felt pad, min 60mm x 100mm		5	piece		
27	Fuji Xerox, C3060 Ink Toner, Cyan		1	piece		
28	Fuji Xerox, C3060 Ink Toner, Magenta		1	piece		
29	Fuji Xerox, C3060 Ink Toner, Yellow		1	piece		
30	Fuji Xerox, C3060 Ink Toner, Black		2	piece		
31	Waste Toner, C3060 (R1)		1	piece		
32	Waste Toner, C3060 (R2)		1	piece		
33	Waste Toner, C3060 (R3)		1	piece		
34	Waste Toner, C3060 (R4)		1	piece		
35	Waste Toner C3060		4	piece		
36	Power Bank, 5000 mAh		20	piece		
37	Flash Drive, USB 128GB with OTG plug and play		20	piece		
38	Calculator, scientific (991-ES)		15	unit		
39	Battery, Dry Cell, AAA, 4pcs/pack		10	pack		
40	Heater, heavy duty, quart type		15	piece		
			SUB TOTAL			

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 the DPWH.

For further information, please refer to:

CARMENCITA P. TICTIC
HEAD - BAC Secretariat
[(+63)908 816 6091]
dwphbng2bac@gmail.com

Printed Name/Signature/Date

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

