

Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE REGIONAL DIRECTOR

Region V  
Legazpi City

Name of Procuring Entry: DPWH RO V

Request for Quotation(P.R. No.): 2025-07-173

Revised on:

REQUEST FOR QUOTATION

Date: 07/15/2025

Standard Form/Title:

Office/End-User: ADMIN/HRDS

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 2:00 P.M. **August 11, 2025** in the return envelope attached herewith to the BAC Secretariat for Goods, DPWH Region V, Old Airport Road, Bgy. Cruzada, Legazpi City.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written
2. Delivery period within Thirty (30) C.D. upon receipt of approved funded Purchase Order (P.O.), Administrative Penalties pursuant to Sec. 69 of the Revised IRR-04 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 from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. **PhilGens Registration Certificate/Mayor's Permit/DTL Tax Clearance, Income/Business Tax Return and Omnibus Sworn Statement** shall be attached upon submission of the quotation if applicable.
6. Bidders shall submit original brochures showing certifications of the product.
7. Please indicate the brand for each item being offered.
8. The approved budget ceiling for this procurement is **P416,664.00**

**ARNEL L. SAMSON**  
(BAC Chairperson)  
Chief, Maintenance Division

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Notebook Giveaways for the Participants on the Approved Trainings 2025 & 2026	400	pcs.		
2	Ballpen 400 pcs.	400	pcs.		
3	Lanyard 400 pcs.	400	pcs.		
4	Tote Bag 400 pcs.	400	pcs.		
5	Planner 2026 400 pcs.	400	pcs.		
Purpose: Giveaways for the Participants on the Approved Trainings for CY 2025 and 2026					

Brand and Model:

Delivery Period:

Warranty:

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.

Printed Name / Signature / Date

Date