



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REGIONAL OFFICE NO. IV-A
Canlubang Interchange, Brgy. Mayapa, City of Calamba, Laguna



Name of Procuring Entity :	:	Request for Quotation (P.R. No.):	2025-08-0059
Revised on	:	Date:	August 8, 2025
Standard Form/Title	:	REQUEST FOR QUOTATION	Office/End-User: ORD-PROC
COMPANY NAME	:	Mode of Procurement:	Small Value Procurement
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 August 11, 2025** in the return envelope attached herewith.

TERMS and CONDITIONS :

1. All entries must be typewritten or legibly written.
2. Delivery period **thirty (30) calendar days** or 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 (1) year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.*
4. *Price validity shall be for a period of sixty (60) calendar days.*
5. **PhilGEPS Registration Certificate/Mayor's Permit/Tax Clearance/Income/Business Tax Return(For ABCs above Php500k)/Omnibus Sworn Statement (For ABCs above Php50k)** shall be attached upon submission of the quotation enclosed with Brown Envelope. **(CERTIFIED TRUE COPY)**
6. *Please indicate the brand for each items being offered.*
7. *In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the Department shall adopt and employ "Toss Coin or Draw Lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005*
8. *The approved budget ceiling for this procurement is **Php 187,500.00***

SGD
HENRY C. ALCANTARA
Officer-in-Charge
Office of the Assistant Regional Director
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Customized Looseleaf Cover	500	piece		
	Color: Royal Blue cover with printed DPWH Logo size, excluding flaps: 8.5""(w) x 14""(L)				
	Material: Chipboard 1.5mm thick with pre-punched holes for fastener				
		TOTAL AMOUNT			

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**Purpose:** Purchase of Customized Loose-leaf Cover for use in the Procurement Unit, Office of the Regional Director, this Region.

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 Conditons specified by DPWH Region IV - A.**

Tel. No.: (049) 3481-02-14 to 15

[procurement\\_r4a@dpwh.gov.ph](mailto:procurement_r4a@dpwh.gov.ph)

**DPWH REGION IV-A-Procurement Unit**

Printed Name / Signature / Designation / Date

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