



REQUEST FOR QUOTATION FOR NEGOTIATED PROCUREMENT UNDER SMALL VALUE PROCUREMENT

The Department of Public Works and Highways, Camarines Norte District Engineering Office, through its Bids and Awards Committee (BAC), invites eligible suppliers to submit REQUEST FOR QUOTATION for this contract to wit:

PR Number : 2024-12-082
Contract Name : **Purchase of Office Supplies to be used by Various Offices/Sections, DPWH-CNDEO**
Brief Description : Office Supplies
Approved Budget for the Contract (ABC) : Php **993,940.00**
Tender Documents : N/A
Source of Fund : EAO 2024
Duration : 30 Calendar Days

The BAC will conduct Alternative Mode of procurement through Negotiated Procurement under **SMALL VALUE PROCUREMENT**, Rule XVI, section 53.9 of the IRR of RA 9184 in accordance with the BAC Resolution No. **CN-G-2024-12-062** dated **December 6, 2024**, duly approved by the HOPE.

To be eligible to bid for this contract, a contractor must meet the following major requirements: (a) Duly licensed Filipino citizen/sole proprietorship (b) Partnerships duly organized under the laws of the Philippines and which at least sixty percent (60%) of the interest belongs to citizen of the Philippines; (c) Corporation duly organized under the Philippines, and which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines.

The prospective bidder must submit Mayor's/Business Permit; PhilGEPS Registration Certificate; Income/Business Tax Return for ABC's above Php 500,000.00 and; Omnibus Sworn Statement for ABC's above P50,000.00.

Per GPPB Resolution No. 15-2021, prospective bidders are required to upload and maintain current the following eligibility documents in the PhilGEPS:

- a. Registration Certification (SEC/DTI Registration)
- b. Mayor's/Business permit or its Equivalent Documents
- c. Tax Clearance
- d. PCAB License and Registration for Infrastructure Projects; and
- e. Audited Financial Statements

Any expired document among the afore-cited eligibility documents shall render the PhilGEPS Platinum Registration Certificate as automatically suspended and its validity shall resume only once the said expired document is already updated with the PhilGEPS.

For recently expired Mayor's Permit, the recently expired Mayor's Permit together with official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the LGU shall be accepted by the PhilGEPS for the purpose of updating the PhilGEPS Certificate of Platinum Registration and Membership.

The BAC will request all invited/interested bidders on **December 16, 2024**, until 10:00am, to submit the best offer based on the technical and financial requirements.

The schedule of key procurement activities for this Contract is shown below:

Activity	Time	Place
1. Posting to submit Request for Quotation (RFQ)	December 9, 2024	a) www.PhilGEPS.gov.ph b) www.dpwh.gov.ph c) DPWH, Bulletin Board
2. Receipt and submission of Quotation (RFQ) and the conduct of Negotiation	10:00AM, December 16, 2024	BAC/Procuring Office, DPWH-CNDEO, Daet, Camarines Norte

The Department of Public Works and Highways, Camarines Norte District Engineering Office reserves the right to accept or reject any of the submitted Quotation and to annul the procurement process any time before Contract award, without incurring any liability to the affected bidder/s, in accordance with the provisions of Section 41 of RA 9184 and its IRR.

Any request for additional information concerning this bidding shall be directed to the following:

HELEN O. ASINAS

BAC Chairperson
DPWH, Camarines Norte District Engineering Office
Daet Camarines Norte
Tel. Number: (054) 571-2203
Email: dpwh.cndeo@hotmail.com

ROSHELLE J. VILLAMOR

Procurement Engineer/Head-BAC Secretariat
DPWH, Camarines Norte District Engineering Office
Daet Camarines Norte
Tel. Number: (054) 571-2203
Email: dpwh.cndeo@hotmail.com

APPROVED BY:

SGD

HELEN O. ASINAS

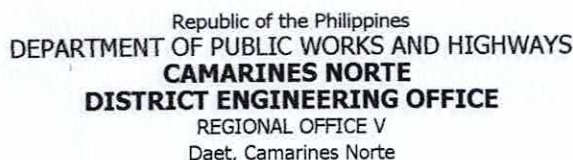
BAC Chairperson

NOTED:

SGD

EDWIN A. BERMAL

District Engineer



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 _____ in the return envelope attached herewith, to the BAC Secretariat for DPWH, Camarines Norte District Engineering Office.

1. All entries must be typewritten or legibly written.
2. Delivery period within Thirty (30) 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 from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. G-EPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of quotation.
6. Bidders shall submit original brochures showing certifications of the product if applicable
7. Please indicate the brand for each item being offered. (if applicable)
8. The approved budget ceiling for this procurement is **P 993,940.00.**

ITEM NO.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Book Paper, A3 size	10	rm		
2	Book Paper, A4 size, substance 20	300	rm		
3	Colored Paper, Mint Green (for DoTS use)	40	rm		
4	Correction Tape	60	pc		
5	Double Adhesive Tape, 1"	60	roll		
6	External Hard Disc, 2TB	5	pc		
7	Folder, long	2,000	pc		
8	Folder, Expandable, Long (Blue)	60	pc		
9	Flash Drive, 16GB	20	pc		
10	Masking Tape, 1"	60	roll		
11	Mylar Film Paper, 24"x20m, 100microns	50	roll		
12	Record Book, 500pp	120	pc		
13	Scotch Tape, 1"	80	roll		
14	White Board Marker, Black	24	pc		
15	Ink Refill, Brother BTD60, Black	30	pc		
16	Ink Refill, Brother BT5000, Colored (C,M,Y)	90	pc		
17	Ink Refill, EPSON 001, Black	10	pc		
18	Ink Refill, EPSON 001, Cyan	10	pc		
19	Ink Refill, EPSON 001, Magenta	10	pc		
20	Ink Refill, EPSON 001, Yellow	10	pc		
21	Toner for Brother, TN 3608XL	5	pc		
22	Toner for HP Laserjet, 87A	4	pc		
23	Toner for HP Laserjet, 76A	6	pc		
24	Toner for HP Laserjet, 26A, Black	3	pc		
25	Toner for Copier Machine, DEVELOP TN118	10	pc		
26	Toner for Copier, DEVELOP, TN228K, Black	6	pc		
27	Toner for Copier, DEVELOP, TN228Y, Yellow	3	pc		
28	Toner for Copier, DEVELOP, TN228M, Magenta	3	pc		
29	Toner for Copier, DEVELOP, TN228C, Cyan	3	pc		
xxx					
	PURPOSE: Purchase of Offcie Supplies to be used by various offices/sections, DPWH-CNDEO				

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.

Printed Name / Signature / Date

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