



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
LAGUNA 2ND DISTRICT ENGINEERING OFFICE
Los Baños, Laguna, Region IV-A



Name of Procuring Entity: DPWH-LAGUNA 2ND DEO		Request for Quotation (PR No.) : 2024-11-101
Revised on:		Date: November 11, 2024
Standard Form/Title:	REQUEST FOR QUOTATION	Office/End-user: Finance 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 **9:00 A.M. of November 19, 2024** in the return envelope attached herewith.

TERMS AND CONDITIONS:

- 1 All entries must be typewritten or legibly written.
- 2 Delivery period within **Thirty (30)** 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 imposed for non-delivery without valid reason.
- 3 Warranty shall be for a minimum of three (3) months for supplies and materials; one (1) year for Equipment; three (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/DTI/SEC** shall be attached upon submission of the quotation.
- 6 Bidders shall submit original brochures of the product.
- 7 Indicate the brand for each items being offered.
- 8 RFQ can be submitted in person or thru registered mails, facsimile or authorized email.
- 9 The approved budget ceiling for this procurement is **P 500,154.00**


DWIGHT JOHN B. ASTOM
BAC Chairperson

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1522	External Hard Drive (4TB) -	14.00	unit		
1391	Flash Drive (64GB) -	14.00	unit		
2324	Staple Wire 23/24 mm -	10.00	box		
	Ink for HP Office Jet Pro 8720 -				
1049	HP 955XL (Black) -	4.00	cartridge		
1050	HP 955XL (Cyan) -	4.00	cartridge		
1051	HP 955XL (Magenta) -	4.00	cartridge		
1052	HP 955XL (Yellow) -	4.00	cartridge		
	Ink for Epson L15150 -				
0771	Epson 008 (Black) -	5.00	toner		
1549	Epson 008 (Cyan) -	5.00	toner		
1550	Epson 008 (Magenta) -	5.00	toner		
1551	Epson 008 (Yellow) -	5.00	toner		
	Ink for Canon 3830i -				
1384	NPG-67 (Black) -	3.00	toner		
1385	NPG-67(Cyan) -	3.00	toner		



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1386	NPG-67(Magenta)	3.00	toner		
1387	NPG-67 (Yellow)	3.00	toner		
	AMOUNT IN WORDS:			Total Amount	
Purpose:	Furnishing and Delivery of Office Supplies to be used by Finance Section at DPWH Laguna 2nd District Engineering Office, Brgy. Bambang, Los Baños, Laguna				

Delivery Period:	_____	Warranty:	_____
		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 DPWH.

Tel No & Telefax No. : (049) 557 2315

Printed Name/ Signature/ Date

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



Website: www.dpwh.gov.ph
Tel. No(s): (049) 557 2315

