



Name of Procuring Entity: **IFDEO, Lagawe**

Request for Quotation (P.R. No.): **PR2025-07-043**

Revised on :

Date Prepared : **July 18, 2025**

Office/End-User : **DPWH-IFDEO**

Standard Form/Title : **REQUEST FOR QUOTATION for the Supply and delivery of ISO folders for the filing of documents and reports for use of Administrative and 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 10:00 A.M. of JULY 23, 2025 in the return envelope attached herewith, to the BAC Office, Ifugao First District Engineering Office, Lagawe, Ifugao.

**TERMS and CONDITIONS :**

1. **All entries must be typewritten or legibly written.**
2. **Delivery period within 15 C.D. 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; 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. **G-EPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation.**
6. **Bidders may submit quotations, brochures and other requirements through electronic means. The Financial Bid shall be password protected to ensure confidentiality.**
7. **Please indicate the brand for each items being offered.**
8. **Please specify brand name otherwise, bids will not be accepted**
9. **The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all of the items. Otherwise they will be subjected for disqualification**
10. **The approved budget ceiling for this procurement is Php. 114,000.00**

**JESSIE CRIS D. BOGNADON**

Chief, Administrative Section  
Chairperson, Bids and Awards Committee

\_\_\_\_\_ MFM \_\_\_\_\_ JMCP  
\_\_\_\_\_ IBT \_\_\_\_\_ KJTD

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	ISO folder, A4, size 2" wide, A4 (201 file) with DPWH Logo-Customized Binders A4 size w/ hard cover & with thickness of 2.5mm or more, PVC royal blue cover white ply-leaf inside with 2" (capacity) x 3" (ring distance) lever arch file mechanism w/ rado lock ring pocket & DPWH three (3) colored logo on spine expansion of atleast 75mm w/ white background.	150	pcs		
2	ISO folder, A4, size with DPWH Logo-Customized Binders A4 size w/ hard cover & with thickness of 2.5mm or more, PVC royal blue cover white ply-leaf inside with 7cm (capacity) x 3" (ring distance) lever arch file mechanism w/ rado lock ring pocket & DPWH three (3) colored logo on spine expansion of atleast 75mm w/ white background.	165	pcs		
3	ISO folder, Legal size 2" with DPWH Logo-Customized Binders Legal size w/ hard cover & with thickness of 2.5mm or more, PVC royal blue cover white ply-leaf inside with 7 cm (capacity) x 3" (ring distance) lever arch file mechanism w/ rado lock ring pocket & DPWH three (3) colored logo on spine expansion of atleast 75mm w/ white background.	65	pcs		

Amount in Figure:

**Please specify TOTAL amount in words.**

**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 DPWH.

Tel. No. \_\_\_\_\_

Telefax: \_\_\_\_\_

Printed Name / Signature / Date