

REQUEST FOR QUOTATION

Name of Procuring Entity: DPWH-Pampanga 1st District Engineering Office	Purchase Request No. 2024-12-22
Contract Name: To Purchase Various Office Supplies to be used at DPWH Pampanga 1st DEO.	Date: December 9, 2024
	Office/ End User:

COMPANY NAME:	Request for Quotation No. 24580001
ADDRESS:	Date: December 9, 2024
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 10:00 A.M. Dec. 13, 2024 in the return envelope attached herewith.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within 3 days upon receipt of the approved funded Purchased 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, Income/Business Tax Return and Omnibus Sworn Statement Shall be attached upon the submission of the quotation
6. Bidders shall submit original brochures showing certifications of the product, if applicable.
7. Please indicate the brand for each item being offered.
8. The approved budget ceiling for this procurement is **P 477,580.00**.

NOEL G. CANLAS

Chief, Human Resource and Administrative Section
BAC-Chairperson

Item No.	ITEMS and DESCRIPTION	Qty.	Unit	Unit Price	TOTAL PRICE
1	Battery AAA (Heavy Duty) (2 pcs/pack) - Leak Resistance, Carbon Zinc, Genuine, Alkaline	30	packs		
2	Battery AA (Heavy Duty) (2pcs/pack) - Leak Resistance, Carbon Zinc, Genuince, Alkaline	50	packs		
3	Marker (Highlighter)	100	pcs		
4	A3 Laminating Plastic (250 microns)	2	rolls		
5	Whiteboard Marker Black 2mm (Bullet type)	50	pcs		
6	Pencil 12 pcs/box (no. 2 soft, non smudge eraser)	30	box		
7	Clip Backfold Big (12pcs/box) - 41mm, corrosion-resistant steel, nickel plated	50	box		
8	Ballpen, finepoint, 0.5 mm with rubber grip	250	pcs		
9	Sign Pen Black 0.5mm	250	pcs		
10	Sign Pen Blue 0.5mm	100	pcs		
11	Note Pad, Stick on, 76mm x 76mm (3"x3")	100	pads		
12	Note Pad 2" x 1.5"	100	pads		
13	Glue, Multi-purpose, White 130 g	50	bottle		
14	Sticker Paper	30	packs		
15	Travel Box, Heavy Duty, 24"x18"x24"	50	pcs		
16	Arrowhead Sticky Notes 5cm x 7.5mm (5 pads/pack)	50	packs		
17	Fastener	150	box		
18	Double Sided Tape	50	rolls		
19	Epson 008 Black	50	bottles		
20	Epson 008 Cyan	30	bottles		
21	Epson 008 Magenta	30	bottles		
22	Epson 008 Yellow	30	bottles		
23	Epson 003 Black	30	bottles		
24	Bond Paper A3 (80gsm)	380	reams		
	x-x-x Nothing Follows x-x-x				
	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.				
				TOTAL	

Brand 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 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

TERMS AND CONDITIONS

1. **ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.**
2. **AWARDEE** shall be responsible for the source(s) of his supplies/materials/equipments, shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order. He shall ensure the continuous delivery of the needed supplies/materials/equipments in order not to compromise the smooth implementation/completion of the project. Failure by the **AWARDEE** to comply with the same shall be ground for cancellation of the award and purchase order issued that **AWARDEE** and for re-awarding the item(s) to the **ALTERNATIVE AWARDEE**.
3. **AWARDEE** shall pick-up purchase order(s) in his favor within three (3) days after receipt of notice to that effect. A telephone call or fax shall constitute an official notice to the **AWARDEE**. Thereafter, if the purchase order(s) remain unclaimed, the said purchase order(s) shall be sent by the messengerial service to the **AWARDEE** at the latter's expense. To avoid delay in the delivery of the requesting agency requirement, all **DEFAULTING AWARDEES** shall be precluded from proposing or submitting sample.
4. The schedule of delivery is on a staggered basis, the Procuring Entity shall make, after every delivery, an accounting of the amount actually payable based on the date of the delivery receipt to determine the allowable unit/volume that may still be ordered from the remaining amount allotted for each Petroleum, Oil & Lubricants (POL) products. The procuring entity shall be allowed to make adjustments in the units/volume to be delivered per type of product to conform to the remaining amount in the total contract price.
5. Upon the expiration of the 30-day calendar period from date of quotation, the prevailing pump prices of fuel acquired by the **DPWH-Pampanga 1st DEO** from the Awardee shall be used as the basis for payment.
6. All deliveries by suppliers shall conform to all applicable **DPWH** Standards and Specifications and be subject to inspection and acceptance by the **DPWH-Pampanga 1st DEO**. All necessary laboratory test undertaken by the **DPWH-Pampanga 1st DEO** on the item(s) shall be for the account of the supplier.
7. Rejected deliveries shall be constructed as no-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages, subject to terms and conditions prescribed under paragraph 4 hereof.
8. Supplier shall guarantee his deliveries to be free from defects. Any defective item(s)/product(s), thereof that may be discovered by the **DPWH-Pampanga 1st DEO** within three (3) months after acceptance of the same, shall be replaced by the supplier within seven (7) calendar days upon receipt of a written notice to that affect.
9. A penalty of one-tenth of one percent (0.001) of the total value of the product(s)/good(s) purchased shall be deducted for each day of delay in the delivery of the product(s) ordered.
10. All duties, excise and other taxes and revenue charges, if any shall be for the supplier's account.
11. As a pre-condition to payment, **IMPORTANT DOCUMENTS** specially showing the condition and serial numbers of imported equipments purchased should be submitted by the supplier to the **DPWH-Pampanga 1st DEO**.
12. All transactions are subject to withholding of creditable Value Added Tax (VAT) per revenue No. 10-93.