



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**LEYTE 5TH DISTRICT ENGINEERING OFFICE**  
Baybay City, Leyte, Region VIII



**NOTICE OF POSTING AT PHILGEPS AND DPWH WEBSITE**

July 24, 2025

The DPWH Leyte 5<sup>th</sup> District Engineering Office, Brgy. Hipusngo, Baybay City, Leyte through the Bids & Awards Committee, invites suppliers/manufacturer/distributors/contractors to submit quotation and to bid for the hereunder list of procurement:

**Mode of Procurement: Small Value Procurement**

RFQ No.	PR No.	Name of Project/Location	ABC	Duration
25-015	2025-07-021	Procurement/Purchase of Various Electrical, Hardware Materials and Supplies for use in General Services in DPWH, Leyte 5th District Engineering Office, Baybay City, Leyte	P 931,302.50	20 C.D.
25-016	2025-07-022	Procurement/Purchase of Air-conditioning Unit for use in the DPWH, Leyte 5th District Engineering Office, Baybay City, Leyte	P 216,048.50	20 C.D.
25-018	2025-07-024	Procurement/Purchase of Various Office Furniture and Fixtures for use in the Office of DPWH, Leyte 5th District Engineering Office, Baybay City, Leyte	P 491,564.50	20 C.D.

**Mode of Procurement: Shopping**

RFQ No.	PR No.	Name of Project/Location	ABC	Duration
25-017	2025-07-023	Procurement/Purchase of Various Office Supplies for use in the Office of DPWH, Leyte 5th District Engineering Office, Baybay City, Leyte	P957,405.00	20 C.D.

Prospective Bidders should have experience in undertaking a similar project within the last two (2) years with an amount of at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the

Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted.

All particulars relative to Eligibility Statement and Screening, Bid Security, Pre-Bidding Conference(s), evaluation of bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Revised Implementing Rules and Regulation (R-IRR).

The complete schedule of activities is listed, as follows:

Activities	Schedule
1. Posting Period at PhilGEPS	July 24– July 31, 2025 ✓
2. Issuance of RFQs	July 24– July 31, 2025 ✓
3. Pre-Bid Conference	None
4. Deadline for Submission/Receipt of RFQs	July 31, 2025 up to 2:00 P.M. ✓
5. Opening of Bids	July 31, 2025, immediately after the deadline for the submission of bid at Procurement Building, DPWH, Leyte 5 <sup>th</sup> District Engineering Office, Brgy. Hipusngo, Baybay City, Leyte

The Department of Public Works and Highways, Leyte 5<sup>th</sup> District Engineering Office, Brgy. Hipusngo, Baybay City, Leyte assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

Approved by:

  
**MARC LOUIS B. SAMPIL**  
BAC Chairperson

Noted by:

**LYNDEL P. JABINES**

OIC, Office of the District Engineer

Contact Person: Emmanuel Mari D. Sacro, J.D.

Telephone No.: (053) 520-2603

Address: Procurement Staff, Office of the District Engineer

DPWH Leyte 5<sup>th</sup> District Engineering Office, Brgy. Hipusngo,  
Baybay City, Leyte





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Name of Procuring Entity : DPWH LEYTE 5TH DEO Request for Quotation (P.R. No.) : 25-017 (P.R. 2025-07-023)  
Revised on : Date : July 22, 2025  
Standard Form/Title : REQUEST FOR QUOTATION Office/End-User : DPWH – Leyte 5th DEO, Baybay City

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 representatives not later than **2:00 P.M. of July 31, 2025** in the return envelope attached herewith, to the Office of the Head, Procurement Staff, Procurement Building, DPWH Leyte Fifth District Engineering Office, Brgy. Hipusngo, Baybay City, Leyte.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period: within **20 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 (1) year for Equipment; three (3) years for IT Equipment from date of Acceptance by the end-user.**
4. Price validity shall be for a period of **SIXTY (60) C.D.**
5. VALID BIR Certificate of Registration, PhilGEPS Registration Number, Omnibus Sworn Statement (for ABC above 50k; GPPB Revised Form), Mayor's/Business Permit and Income Tax/Business Returns (for ABC above 500k) shall be attached **upon submission of the quotation.** The Audited Financial Statement, DTI Business/SEC Registration Certificate and Tax Clearance shall be submitted **upon the award of contract.**
6. Bidders shall submit brochures of the Item(s)/product(s) being offered, if applicable.
7. Please indicate the brand for each Item(s) being offered.
8. The Approved Budget Ceiling for this procurement is **P 957,405.00**
9. **NON-COMPLIANCE** to any of the terms and conditions, either during preliminary evaluation and/or detailed evaluation of the legal, technical and financial capability of the bidder based on their submitted documents, shall be a ground for disqualification of the bidder from the award of contract.
10. The DPWH reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DPWH shall rescind/terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

**MARC LOUIS B. SAMPILO**  
Chief, Administrative Section  
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
<b>Procurement/Purchase of Various Office Supplies for use in the Office of DPWH, Leyte 5th District Engineering Office, Baybay City, Leyte</b>					
1	Bond Paper A3 (70 gsm)	30	ream		
2	Bond Paper Long (subs. 20, 70 gsm)	100	ream		
3	Bond Paper A4 size (subs. 20, 70 gsm)	600	ream		
4	Expanded Folder (Long)	500	pcs		
5	File Folder (Point 14-A4 size)	1000	pcs		
6	File Folder (Long)	500	pcs		
7	Ink Printer Epson 003, Black 65ml	100	btl		
8	Ink Printer Epson 003, Cyan 65ml	60	btl		
9	Ink Printer Epson 003, Magenta 65ml	60	btl		
10	Ink Printer Epson 003, Yellow 65ml	60	btl		



11	Computer Keyboard	30	pcs		
12	Computer Mouse, wireless	24	pcs		
13	Record Book, 300 pages	36	pcs		
14	Record Book, 500 pages	36	pcs		
15	Hard Drive External (1 TB)	24	pcs		
16	USB (32 GB)	24	pcs		
17	USB (64 GB)	24	pcs		
18	Sign pen, Black	600	pcs		
19	Sign pen, Blue	300	pcs		
20	Stapler w/Remover (Heavy duty)	24	pcs		
21	Puncher (Heavy duty)	12	pcs		
22	Scissor, Big (Heavy duty)	24	pcs		
23	Staple wire # 35	30	box		
24	Battery Double AA	60	pcs		
25	Battery Double AAA	60	pcs		
26	Stamp Pad	12	pcs		
27	Sticky Note Pad 1"x3"	24	set		
28	Sticky Note Pad 2"x3"	24	set		
29	Sticky Note Pad 3/4"x3"	24	set		
30	Correction Pen (rolling pen metal)	24	pc		
31	Double Sided Tape 1"	24	roll		
32	Masking Tape 1"	36	roll		
33	Scotch Tape 1"	36	roll		
34	Packaging Tape 2'	12	roll		
35	Mailing Envelope (Long)	500	pcs		
36	Binder clip (19mm)	24	box		
37	Binder Clip (32mm)	24	box		
38	Binder Clip (51mm)	12	box		
39	Paper Fastener (Plastic)	24	box		
40	Photo Paper (A4, 210gsm, 210mm x 297mm, 20 sheets)	12	pack		
41	Toilet Deodorant Cake (100g)	60	pcs		
42	Detergent Powder (500g)	30	pack		
43	Toilet Bowl Urinal Cleaner (900ml)	50	btl		
44	Handwash (500ml)	48	btl		
45	Scented Gel (180g)	24	pcs		

