



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 5th District Engineering Office, Brgy. Hipusngo, Baybay City, Leyte through the Bids & Awards Committee, invites suppliers/manufacturers/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 th District Engineering Office, Brgy. Hipusngo, Baybay City, Leyte

The Department of Public Works and Highways, Leyte 5th 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. SAMPILO
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 5th 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.)	: 25-018 (P.R. 2025-07-024)
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 491,564.50**
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
Procurement/Purchase of Various Office Furniture and Fixtures for use in the Office of DPWH, Leyte 5th District Engineering Office, Baybay City, Leyte					
1	Office Table Specification: <ul style="list-style-type: none">• Material: Cold Rolled Steel• Product Size: H=750mm,W=1200mm,D=700mm• With Three (3) Layer Drawer• Thickness: Steel Cabinet: 0.6mm,• Table Top:250mm	15	unit		
2	Steel Drawer Specification: <ul style="list-style-type: none">• Material: Steel• Product Size: H=750mm,W=1200mm,D=700mm• (3) Layer Steel Drawer• Thickness: Steel Cabinet: 0.6mm,• Powder coated finish	1	unit		

