



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**

Revised on:

Request for Quotation (PR No.): **2025-03-025** /

Standard Form/Title:

REQUEST FOR QUOTATION

Date: **March 12, 2025**

COMPANY NAME :

Office/End-user: **Administrative Section**

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 March 19, 2025** 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 999,400.00**

JANNE F. GARCIA - ROSALES
BAC-Vice Chairperson

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
✓0340	Blue Folder Lever Arch File, with Ring Binder at the Side, Metal Finger Pull and with DPWH Logo, A4 size	1720 ✓	pcs ✓		
✓0411	A4 Bond Paper (80gsm) ✓	1000 ✓	ream ✓		
AMOUNT IN WORDS:					
				Total	

Purpose: **Furnishing and Delivery of Office Supplies (Blue Folder & A4) (1st Quarter) to be used 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