



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**LAGUNA 2<sup>ND</sup> DISTRICT ENGINEERING OFFICE**  
Los Baños, Laguna, Region IV-A



Name of Procuring Entity: <b>DPWH-LAGUNA 2<sup>ND</sup> DEO</b>		Request for Quotation (PR No.):	<b>2025-07-044</b>
Revised on:		Date:	<b>July 15, 2025</b>
Standard Form/Title:	<b>REQUEST FOR QUOTATION</b>		
Mode of Procurement:	<b>Shopping</b>	Office/End-user:	<b>Administrative Section</b>
COMPANY NAME :		PHILGEPS No.:	
ADDRESS :		TCC No.:	
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 July 22, 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 To establish financial capability, bidders may attach/include in its quotation a Committed Line of Credit (CLC) equivalent to 10% of the ABC, from a Commercial or Universal Bank.
- 7 For Small Value Procurement, when the ABC is above Php 50,000.00, Omnibus Sworn Statement shall be attached and submitted.
- 8 For Small Value Procurement, when the ABC is above Php 500,000.00, Income and Business Tax Return shall be attached and submitted.
- 9 Bidders must quote for all of the items and shall submit a proposal on each item and evaluation and award of contract will be undertaken on a lump sum basis.
- 10 Any erasure, correction or alteration made by the bidders in any of the items shall render the bid non-complying, hence, a ground for disqualification.
- 11 The DPWH reserves the right to accept or reject any bid to annul the bidding process, and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.
- 12 Indicate the brand for each items being offered.
- 13 Bids may be submitted: (a) in-person at the Goods and Services Division, Procurement Service, or (b) through electronic mail addressed to: **bac\_laguna2nddeo@dpwh.gov.ph** ( documents must be scanned clearly in one (1) PDF file, including attachments, if any.)
- 14 The approved budget ceiling for this procurement is **P 466,690.00**

**JANNE P. GARCIA - ROSALES**  
BAC Chairperson

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
0474	Sr. Executive Chair	1	pc		
0132	Jr. Executive Chair	1	pc		
1516	Filing Cabinet with Vault (4 Layers)	1	pc		
2546	Door Name Plate with Section (Size: 4"x24") Materials: Brass Plate, Laminated Wood, Dark Brown, Screws Included	10	pcs		
2547	Table Plate with names and designation (Size: 4"x16") Materials: Brass Plate, Laminated Wood, Screws Included	10	pcs		
2548	Signage Stainless (Size: 10") DPWH Logo	2	pcs		
2549	Podium Indoor Materials: Solid Mahogany Wood, Stainless, Clear Acrylic with Vinyl Logo and Caster Wheels Dimensions: Top: 24"x18", Estimated Height: 44" slanted to 40"	1	pc		
2550	Podium Outdoor Materials: Stainless, Black Acrylic, Frosted Acrylic with Vinyl Logo and Caster Wheels Dimensions: Top: 24"x18", Estimated Height 44" slanted to 40"	1	pc		
2551	DPWH Logo (Size: 14") Stainless Plate Logo, Metal Etching	2	pcs		
0167	Coffee Maker 12 cups (1.5L)	2	unit		
0410	Drinking glass (clear glass 12 Oz 4 pcs)	10	set		
0124	Water Dispenser (Bottom Load)	1	unit		
0049	Microwave Oven (20 Liters)	1	unit		
2553	Air Fryer (3.2 Liters)	1	unit		
0631	Airconditioning Unit Split Type Inverter 3HP	1	unit		
0099	Rice Cooker (1.8 Liters)	2	unit		
2554	Single Induction cooker	1	unit		
2556	4 Piece Kitchen Utensil set (stainless steel) (13" spoon, 11" ladle, 13" turner and 13" server)	5	set		
2555	Coffee cup and saucer white (7 oz)	24	pcs		
2319	Spoon and Fork	10	dozen		
	<b>AMOUNT IN WORDS:</b>			<b>Total</b>	
Purpose:	<b>Furnishing and Delivery of Various Office Furniture, Equipment, Signages (stainless plate logo) and Podium (outdoor/indoor) to be used at DPWH Laguna 2nd District Engineering Office Brgy. Bambang Los Baños, Laguna</b>				
Delivery Period: _____			Warranty: _____		
			Price Validity: _____		
<i>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.</i>					
Tel No. & Telefax No. : (049) 557-2315			_____ Printed Name/ Signature/ Date		
			_____ Tel. No./ Cellphone No./ E-mail Address		