



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BOHOL 2ND DISTRICT ENGINEERING OFFICE
Ubay, Bohol

24-05-047

Name of Procuring Entity : Request for Quotation (P.R. No.):
Revised on : Date: **MAY 23 2024**
Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User: Admin. Section

COMPANY NAME :

ADDRESS

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 after 10:A.M. of _____ in the return envelope attached herewith to the BAC Secretariat for Goods, DPWH Bohol 2nd Engineering District, Ubay, Bohol.

APPROVED FOR POSTING

THERESA OLIVIA F LOPOS

DISTRICT PUBLIC INFORMATION OFFICER
SIGNATURE:

DATE:

TERMS AND CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period within 15 Calendar Days upon receipt of the approved funded Purchase Order (P.O.)
Administrative penalties pursuant to Section 69 of the revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
- Warranty shall be for a minimum of three(3) months for supplies and materials, one year for Equipment; 3 years for Equipment from the date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- G-EPIS Registration Certificate/Mayor's Permit/DTI/Incometax Return/Omnibus Sworn Statement shall be attached upon submission of the quotation.
- Bidders shall submit original brochures of the product.
- Please indicate the brand of each item being offered.
- The approved budget ceiling for the procurement is ₱ 845,427.00.

MARTIN A. PELARADA
BAC CHAIRMAN

ITEM NO.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Ballpoint Pen, 0.5mm, Black, 12 pcs per box	48	box		
2	Ballpoint Pen, 0.5mm, Blue, 12 pcs per box	22	box		
3	Battery, Double A, 1.5volts, 4 pcs per pack	6	pack		
4	Bond Paper, Colored Parrot Green, Short	3	ream		
5	CARBON FILM, polyethylene, 216mm x 330mm, black	1	box		
6	CARBON FILM, polyethylene, 216mm x 330mm, blue	1	box		
7	Clear PVC Cover, A4 Presentation Binding Covers	4	pack		
8	Construction Paper, 10 pcs/pack	10	pack		
9	CORRECTION PEN, disposable	144	piece		
10	CORRECTION TAPE, disposable, 8 mtrs long	140	piece		
11	Crayon (Primary Color)	5	piece		
12	Cutter Knife, big	15	pcs		
13	DOUBLE CLIP / BINDER CLIP, 1 inch	75	piece		
14	DOUBLE CLIP / BINDER CLIP, 19mm, 12 pcs per box	8	box		
15	DOUBLE CLIP / BINDER CLIP, 2 inch	185	piece		
16	Duct Tape, 2", Silver	31	roll		
17	Engineer's Field Book, Red	40	piece		
18	ENVELOPE, documentary, Long, brown	154	piece		
19	ENVELOPE, documentary, short, Brown	49	piece		
20	ENVELOPE, expanded, Long, Brown, with garter	150	piece		
21	Envelope, mailing white, 500 pcs per box	1	box		
22	Eraser, rubber	35	pcs		
23	FOLDER, Expanded, Green (Long)	274	piece		
24	FOLDER, Ordinary, Green (Long)	200	pcs.		
25	FOLDER, Ordinary, White (Long)	1000	piece		
26	Glue, all purpose, 240 grams	51	btl.		
27	G-tec Refill C3 (Black)	2	dzn		
28	INK Refill for Pentil Pen, black, 30ml	2	bottle		
29	INK, for STAMP PAD, Blue, 30ml	5	btl		
	X-----X-X-X			sub. Total -----	

Purpose: for use in DPWH Bohol 2nd DEO. (Admin. Section, Finance Section, Procurement Unit, Const. Section and Quality Assurance Section)



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7. Please indicate the brand of each items being offered.
8. The approved budget ceiling for the procurement is ₱ 845,427.00.

APPROVED FOR POSTING
THERESA OLIVIA F LOPES
DISTRICT PUBLIC INFORMATION OFFICER
SIGNATURE:
DATE:

MARTIN A. PELARADA
BAC CHAIRMAN

ITEM NO.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
30	INK, for STAMP PAD, Purple, 30ml	11	btl		
31	Laminating Film, 222 x 337 mm, Long, 250 microns, 100 sheet per ream	1	ream		
32	LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	51	tube		
33	MARKER, Highlighter, fluorescent, green	35	piece		
34	MARKER, Highlighter, fluorescent, Orange	2	piece		
35	MARKER, Highlighter, fluorescent, Pink	6	piece		
36	MARKER, Highlighter, fluorescent, yellow	41	piece		
37	Marking Pen, Pentel Pen, Permanent, Fine, black	55	pcs.		
38	Marking Pen, Pentel Pen, Permanent, Fine, blue	2	pcs		
39	Multipurpose Paper, A3, Subs. 20	150	ream		
40	Multipurpose paper, A4, Subs. 20	970	ream		
41	Multipurpose paper, A4, Subs. 24	35	ream		
42	Multipurpose Paper, Long, Subs. 20	70	ream		
43	Multipurpose Paper, Long, Subs. 24	17	ream		
44	OFFICE PASTE, 200grams	5	cup		
45	PAPER CLIP, Vinyl Coated, 33mm, 100pcs	20	box		
46	PAPER CLIP, Vinyl Coated, 50mm, 100pcs	46	box		
47	Paper Cutter Heavy Duty A3 size, w/ measuring scale	1	pc		
48	PAPER FASTENER, 12 inches Long, Vinyl Coated	15	box		
49	PAPER FASTENER, Vinyl Coated, 50 sets/box	85	box		
50	Parchmentpaper, Size 8½" x 11", GSM 85	40	pack		
51	Pencil w/ eraser, wood (Ordinary)	4	dzn		
52	PENCIL, mechanical, for 0.5mm lead	40	piece		
53	Photopaper, A4, 200gsm, (20pcs per pack)	124	pack		
54	PLASTIC ENVELOPE, (Long)	20	piece		
55	Plastic Envelope, Expanded, Long, Colored, Push Lock, with Handle	8	piece		
56	Plastic Ring Binder (A4) 100pcs per box	25	box		
57	Puncher Heavy Duty	5	pcs		
58	RECORD BOOK, 300 pages, Hardbound (small)	30	piece		
59	RECORD BOOK, 300 pages, Hardbound, Stock No. 85	75	piece		
	X-----X-X-X			sub. Total -----	

Purpose: for use in DPWH Bohol 2nd DEO. (Admin. Section, Finance Section, Procurement Unit, Const. Section and Quality Assurance Section)

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Name of Office: **BOHOL 2ND DEO**
Office Location : **Ubay, Bohol**

UPDATED ANNUAL PROCUREMENT PLAN FOR FY 2024

P.R. No. ¹	Contract Package (Description)	Procurement Method	ABC ² (Fund Source)	PROCUREMENT SCHEDULE						
				Pre-Procurement Conference (1 c.d.)	Advertisement (7 c.d.)	Pre-Bid Conference (1 c.d.) 12 cd before submission of bid	Submission and Receipts of Bids (1 c.d.)	Bid Evaluation (1 c.d.)	Post-Qualification (1 c.d.)	Award of Contract (2 c.d.)
	Common Office Supplies									
	1. Common Office Supplies	Public Bidding	6,138,822.62							
	2. Common Computer Supplies/Consumables	Public Bidding	13,172,981.90							
	3. Common Janitorials Supplies	shopping	963,860.70							
	4. Common Office Equipment	Public Bidding	4,268,569.00							
	5. IT Equipment and Software	Public Bidding	30,962,733.59							
	6. Common Electrical Supplies	Small Value	158,870.00							
	7. Service Vehicles and Equipment	Public Bidding	3,291,304.00							
	8. Fuels and Oils	Public Bidding	990,000.00							
	9. Other Categories	Public Bidding	113,793,500.77							
	INVENTORY									
	1. Inventory/Common Office Supplies	shopping	881,625.50							
	2. Inventory/Common Computer Supplies	Public Bidding	2,559,684.90							
	3. Inventory/Common Office Devices	Small Value	113,165.80							
	4. Inventory/Common Janitorials Supplies	Small Value	217,229.12							
	5. Inventory/Common Office Equipment	Small Value	151,472.00							
	6. Inventory/IT Equipment and Software	Small Value	161,200.00							

Php

PREPARED BY: 

PRIMITIVA E. ABAN
Procurement Engineer

RECOMMENDED BY:


MARTIN A. BELTRADA
BAC Chairman

APPROVED BY:


FERNANDO J. TALAGOSA
OIC - District Engineer

¹PR No. = Purchase Request No.

²ABC = Approved Budget for the Contract

The BAC Secretariat shall consolidate all the Project Procurement Management Plans (PPMP) prepared by the Project Management Offices (PMOs) into an Annual Procurement Plan (APP). The APP shall bear the approval of the head of the procuring entity. Updating the PPMP and the consolidated APP shall be undertaken every six (6) months or as often as required by the head of the procuring entity.

Name of Office: Admin. Section
Office Location : Uday, Borol

PROCUREMENT SCHEDULE

[illegible]

APPROVED 3Y

FERNANDO J. TAPIAGA
OIC-District Engineer

1. PR No. = Purchase Request No.
2. A/C = Approved Budget for the Contract

PROJECT PROCUREMENT MANAGEMENT PLAN FOR FY 2024

PROCUREMENT SCHEDULE												
Contract Package (Description)	Procurement Method	1st QTR.	2nd QTR.	3rd QTR.	4th QTR.	ABC ² (Fund Source)	Pre-Procurement Conference (1 c.d.)	Advertisement (7c.d.)	Pre-Bid Conference (1 c.d.) 12 cd before submission of bid	Submission of Receipts of Bids (1.c.d.)	Bid Evaluation (1 c.d.)	Post Qualification (1 c.d.)
Common												
1. Common Office Supplies	shopping	175,236.50	152,286.90	139,452.75	100,796.15	567,772.30						
2. Common Computer Supplies/Consumable	shopping	162,837.50	336,750.00	30,000.00	219,790.00	749,377.50						
3. Common Office Devices	shopping											
4. Common Janitorial Supplies	shopping	29,548.50	10,028.50	8,397.80	1,692.80	49,667.60						
5. Common Office Equipment	shopping	170,150.00	111,710.00		2,297.00	284,157.00						
6. IT Equipment and Software	shopping	64,500.00	642,000.00	342,000.00	250,000.00	1,298,500.00						
Inventory												
1. Inventory/Common Office Suplies	shopping	68,682.50	37,585.00	68,682.50	42,785.00	217,735.00						
2. Inventory/Common Comp. Supplies	shopping		9,285.00	6,540.00		15,825.00						
3. Inventory/Common Office Devices	shopping		11,219.00	3,275.00		14,494.00						
4. Inventory/Common Janitorial Supplies	shopping	9,450.00	1,550.50	3,000.00	165.00	14,165.50						
5. Inventory/Common Office Equipment	shopping		6,440.00			6,440.00						
6. Inventory/IT Equipment and Software	shopping											
Total Every QTR. -----		680,405.00	1,318,854.90	601,348.05	617,525.95	3,218,133.90						
Total Budget Amount		Php 3,218,133.90										

PREPARED BY:


PRIMITIVA E. ABAN
Procurement Engineer


EVALUATED BY: (To be included in the DPWH Budget Proposal)


NILA B. VIRTUDAZO
Budget Officer

RECOMMENDED BY:


DIOSCORO C. VIRTUDAZO
OIC - Asst. District Engineer

APPROVED BY:


FERNANDO J. TALAGOSA
OIC - District Engineer

Name of Office: CONSTRUCTION SECTION
Office Location : BOHOL 2ND DEO, Ubay, Bohol

PROCUREMENT SCHEDULE

[illegible]

APPROVED BY:

FERNANDO J. TALABSA
OIC- District Engineer

²ABC = Approved Budget for the Contract

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Name of Office: FINANCE SECTION
Office Location : Bohol 2ND DEO, UBAY, BOHOL

PROJECT PROCUREMENT MANAGEMENT PLAN FOR FY 2024

P.R. No. 1	Contract Package (Description)	Procurement Method	1ST QTR. *	2ND QTR.	3RD QTR.	4TH QTR.	AB#2 (Fund Source)	PROCUREMENT SCHEDULE								
								Pre-Procurement Conference (1 c.d.)	Advertisement (7 c.d.)	Pre-Bid Conference (1 c.d.) 12 cd before submission of bid	Submission and Receipts of Bids (1 c.d.)	Bid Evaluation (1 c.d.)	Post-Qualification (1 c.d.)	Award of Contract (2 c.d.)		
	Common															
	1. Common Office Supplies	shopping	87,291.70	72,813.30	87,648.10	74,536.90										
	2. Common Computer Supplies/Consumable	shopping	262,405.00	262,405.00	254,805.00	254,805.00										
	3. Common Office Devices	shopping														
	4. Common Janitorials Supplies	shopping	16,962.60	16,962.60	16,962.60	16,962.60										
	5. Common Office Equipment	shopping	117,390.00	103,148.00	191,075.00	101,700.00										
	6. IT Equipment and Software	shopping/Public Bidding	309,500.00	556,753.90	364,100.00	216,200.00										
	INVENTORY															
	1. Inventory/Common Office Supplies	shopping	56,474.00	27,379.00	56,474.00	27,379.00										
	2. Inventory/Common Computer Supplies	shopping	23,711.60	23,711.60	23,711.60	23,711.60										
	3. Inventory/Common Office Devices	shopping	8,334.00	1,160.00	3,500.00	5,994.00										
	4. Inventory/Common Janitorials Supplies	shopping	17,095.00	1,580.00	8,378.00	1,750.00										
	5. Inventory/Common Office Equipment	shopping														
	6. Inventory/IT Equipment and Software	shopping														
	TOTAL EVERY QTR. *****		899,163.90	1,065,913.40	1,006,654.30	723,039.10	-									

PREPARED BY: EVALUATED BY: (To be included in the DPWH Budget Proposal) RECOMMENDED BY: APPROVED BY:

LITA A. RESAMARAS
Accountant III

NILA B. VIRTUDAZO
Budget Officer II

DANIEL FORD C. MENDOZA
DIO, Office of the Assistant District Engineer

FERNANDO J. TALADOSA
OIC, Office of the District Engineer

1 PR No. = Purchase Request No.
2 ABC = Approved Budget for the Contract

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Name of Office: QUALITY ASSURANCE SECTION
Office Location : Ubay, Bohol

PROJECT PROCUREMENT MANAGEMENT PLAN FOR FY 2024

P.R. No. 1	Contract Package (Description)	Procurement Method	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	ABC ² (Fund Source)	PROCUREMENT SCHEDULE				
								Pre-Procurement Conference (1 c.d.)	Advertisement (7 c.d.)	Pre-Bid Conference (1 c.d.) 12 cd before submission of bid	Submission and Receipts of Bids (1 c.d.)	Bid Evaluation (1 c.d.)
	Common											
	1. Common Office Supplies/ Goods	shopping	160,857.30	115,895.95	134,403.60	180,775.85	591,932.70					
	2. Common Computer Supplies/Consumables	shopping	21,285.00	113,520.00	66,220.00	66,220.00	267,245.00					
	3. Common Janitorials Supplies	shopping	28,263.80	25,035.40	23,785.40	24,271.30	101,355.90					
	4. Common Office Equipment	shopping	-	-	-	11,693.00	11,693.00					
	5. IT Equipment and Software	shopping	449,403.00	-	177,817.00	167,912.00	795,132.00					
	6. Other Categories	shopping	445,466.00	-	286,670.00	70,220.00	802,356.00					
	INVENTORY											
	1. Inventory/Common Office Supplies	shopping	59,413.50	58,352.00	58,352.00	68,057.00	244,174.50					
	2. Inventory/Common Computer Supplies	shopping	18,134.00	-	2,080.00	22,485.00	42,699.00					
	3. Inventory/Common Office Devices	shopping	11,153.80	549.50	549.50	12,084.50	24,337.30					
	4. Inventory/Common Janitorials Supplies	shopping	-	934.50	1,233.00	2,273.00	4,440.50					
	5. Inventory/Common Office Equipment	shopping	5,792.00	-	-	-	5,792.00					
	TOTAL EVERY QTR.		1,199,768.40	314,287.35	751,110.50	625,991.65	2,891,157.90					
	Total Budget Amount	Php		2,891,157.90								

PREPARED BY:

EVALUATED BY:

RECOMMENDED BY:

1,377,102.15

APPROVED BY:

SUSAN S. LORA
OIC- Quality Assurance Section

NILA B. VIRUDAZO
Budget Officer II

DIOCELO C. VIRUDAZO
OIC-Asst. District Engineer

FERNANDO J. TALAGSA
OIC-Office of the District Engineer

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