



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**BILIRAN DISTRICT ENGINEERING OFFICE**  
REGIONAL OFFICE VIII  
Naval, Province of Biliran



Name of Procuring Entity : DPWH-BDEO

Purchase Request (P.R. No.) :

2024 - 05 - 0066

Revised on :

Date :

05 - 14 - 2024

Standard Form/Title : **REQUEST FOR Q UOTATION**

Office/End-User : PDS, Finance, Admin, Cons, QAS

COMPANY NAME :

ADDRESS :

TEL. NO/FAX NO. :

T.I.N. :

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions set herein and submit to the BAC Secretariat for Gods your Quotation duly signed by you or your authorized representative prior closing time at 09:00 A.M on July 1, 2024 after which opening of Bid will be conducted not later than 10:00 A.M., on the same day

**TERMS and CONDITIONS**

1. All entries must be typewritten or legibly written.
2. Delivery period within 30 Calendar days upon receipt of the approved funded Purchase Order (PO). 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:
4. One year for Equipment from date of acceptance by the end user. (Three years for IT Equipment)
5. Price validity shall be for a period of sixty (60) calendar days.
6. G-EPS Registration Certificate/Mayor's Permit /Tax Clearance / SPA / Company ID / Orgazitional chart / DTI / BIR Certificate of registration (COR) / ITR (if above 500 thousand approve ABC) shall be attached upon Submission of the quotation.
7. Statement of the prospective bidder that is not blacklisted or barred from bidding by the Government or any of its agencies, office, corporations or LGU (Sec.25 .2.iv.1,R-IRR of RA No. 9184;9.2,COA Cir.2012-001)
8. Sworn affidavit of the bidder that it is not related to the head of the Procuring Entity (HOPE) by consanguinity or affinity up to the third civil degree (Sec. 47, R-IRR of RA 9184; 9.2,COA Cir.2012-001)
9. Bidders shall submit original brochures showing certifications of the product.
10. Please indicate the brand for each items being offered.
11. The approved budget ceiling for this procurement is **P276,640.00**
12. To be delivered at DPWH, BDEO COMPOUND

  
**ROSARIO B. ROSETE**  
OIC Asst. District Engineer  
(BAC, Chairperson)

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Ball pen black (0.7mm) 12 pcs./box	97	Box		
2	Brown Envelope, A4 size, 300pcs./box	1	Box		
3	Pencil w/ eraser #2	22	Box		
4	Correction pen	22	Pcs		
5	Correction tape (30Mx5mm)	232	Pcs		
6	Glue (130 grams net)	25	Bot		
7	Cutter knife big	2	Pcs		
8	Eraser mars plastic	24	Pcs		
9	Tape dispenser good quality	7	Pcs		
10	Paper clip small plastic cover coated	45	Box		
11	Paper Fastener, non sharp edge, not plastic	300	Box		
12	Clip back fold 1"25mm, 12 pcs/box	16	Box		
13	Clip back fold 30mm, 12 pcs/box	18	Box		
14	Clip back fold 50mm, 12 pcs/box	19	Box		
15	Staple Wire No. 8mm	50	Box		
16	Staple Wire No .23/10	50	Box		
17	Staple Wire No .35	100	Box		
18	3 tier paper tray (suitable for A4 and legal paper)	11	Set		
19	Rechargeable Battery AAA 2 pcs/packet 15%	4	Packet		
20	Rechargeable Battery AA 2 pcs/packet 15%	4	Packet		
21	Rotary Sharpener	4	Pcs		
22	Battery AA 2 pcs/packet	17	Packet		
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