

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
Regional Office I
City of San Fernando (La Union)

Name of Procuring Entity : DPWH-ROI	Request for Quotation No. :	2024-05-024
Revised on :	Date :	May 1, 2024
Standard Form/Title	REQUEST FOR QUOTATION	Office/End-User : DPWH ROI

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 later than 10:00 AM of May 6, 2024 manually thru sealed envelop, to the BAC Secretariat, DPWH Regional Office I, Aguila Road, San Fernando City (La Union).

TERMS and CONDITIONS

1. All entries must be typewritten or legibly written.
2. Delivery period: within 5 (Five) 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 be imposed for non-delivery without valid reason.
3. Warranty shall be for a minimum of three (3) months for supplies & materials; one year for Equipment; 3 years for IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. Mayor's/ Business Permit, PhilGEPS Registration Certificate, shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product.
7. Please indicate the brand of each items being offered.
8. The approved budget ceiling for this procurement is : **PHP 26,298.33**


GERRY G. JUCAR
Chief, Construction Division
BAC Chairman

Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	PAPER BOND, subs. 20, A4	-12-	ream		
2	INK, EPSON 003 B	-4-	btl		
3	INK, EPSON 003 C	-3-	btl		
4	INK, EPSON 003 M	-3-	btl		
5	INK, EPSON 003 Y	-3-	btl		
6	ID CARD JACKET, with lace, transparent, horizontal	-41-	pc		
7	Notebook Stenographer 80 pages	-41-	pc		
8	Sign pen, gel, 0.5mm, ball needle point, black	-41-	pc		
9	CERTIFICATE HOLDER, short, blue	-4-	pc		
10	MARKING PEN, permanent, black, chisel type	-2-	pc		
11	MARKING PEN, whiteboard, black, chisel type	-2-	pc		
12	PAPER PARCHMENT, short, white 10's	-6-	pack		
13	TAPE, Masking 1"	-1-	roll		
14	SOAP, Liquid Hand Soap with Pump, 225 ml	-3-	btl		
15	TISSUE PAPER, 3ply	-6-	roll		
16	GARBAGE BAG, black, 10pcs/pack XL	-4-	pack		
17	Ring Binder 1" Black	-6-	pc		
18	Expandable Envelope with Holder (Cloth)	-41-	pc		

TOTAL AMOUNT IN FIGURES:

TOTAL AMOUNT IN WORDS:

PURPOSE: Supply and Delivery of Office Supplies for the Conduct of 5 days Training/ Seminar on the National Building Services and Management (NBSM) and National Government Owned Buildings Information Application (NGOBIA) Database Management

Brand and Model: _____
Delivery Period: _____

Warranty : _____
Price Validity : _____

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at Prices noted 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.

The awarding for this RFQ will be on a lump-sum basis. Prospective suppliers must quote for all of the items, otherwise, they will be subjected for disqualification.

Publication: May 1, 2024

Telefax: (072) 242-93-51
c/o BAC Secretariat

Printed Name / Signature / Date

Tel. No. / Cellphone No. / E-mail Address