

Republic of the Philippines  
Department of Public Works and Highways  
NATIONAL CAPITAL REGION  
Manila

Page 1 of 2

Name of Procuring Entity	Request for Quotation (P.R.): 2024-03-011
Revised on	Date: 03/20/2024
Standard Form/Title	REQUEST FOR QUOTATION
Office/End-User:	DPWH-NCR
COMPANY NAME:	
ADDRESS :	
TEL. NO./FAX NO.:	

Please quote your lowest price on the item(s) listed below, subject to the Terms and Condition listed below and submit your quotation duly signed by your representative not later than 10:00 A.M. of March 25, 2024 in the return sealed envelope attached herewith to the

BAC Secretariat, 2nd Floor, 2nd St., Port Area, Manila

**TERMS and CONDITION :**

1. All entries must be type written or lightly written
2. Delivery period within Five (5) calendar day 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 (1) year for 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 or Registration No./ Mayor's Permit/ DTI or SEC Registration Certificate/ Tax Clearance / Omnibus Sworn Statement (For ABCs above ₱50K) / Income/Business Tax Return (For ABCs above ₱500k) shall be attached upon submission of the quotation.
6. Bidders shall submit brochures showing certifications of the product applicable
7. Please indicate the brand for each item being offered.
8. All documents must be CERTIFIED TRUE COPY.
9. The approved budget ceiling for this procurement is **Php 669,030.00**

Very truly yours,

**JORD ACHESR. DAVID**  
Chief, Administrative Division  
BAC Vice Chairperson

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT	BRAND AND MODEL
1	Newsletter, Magazine type	100	booklet	P	P	
	Glossy Paper, 90 gsm inside pages					
	Soft bind					
	Laminated matte cover,					
	Text/logo - stamped/pressed glossy					
	Paper size: A4 size					
	Orientation: Portrait					
	30 pages (back-to-back)					
	with free high quality colored printing					
2	Ballpen, black, water gel	200	pc	P	P	
3	Ballpen, blue, water gel	200	pc	P	P	
4	Sign pen, black, 0.5mm	200	pc	P	P	
5	Sign pen, blue, 0.5mm	200	pc	P	P	
6	Sign pen, red, 0.5mm	200	pc	P	P	
7	Sign pen, retractable rollerball pen,	60	pc	P	P	
	Blue, 0.7mm, Pure liquid ink					
8	Scotch Tape, 24mm x 30m	100	roll	P	P	
9	Scotch Tape 2"	50	roll	P	P	
10	Duct tape, 2"	50	roll	P	P	
11	Electrical tape	50	roll	P	P	
12	All Multi-purpose glue, white	20	btl	P	P	

Delivery Period : \_\_\_\_\_

Price Validity : \_\_\_\_\_

Warranty : \_\_\_\_\_

After having carefully read and accepted your General condition I / We quote you on the item(s) at prices noted above.

\_\_\_\_\_  
Printed Name/Signature

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**JORD ACHAS R. DAVID**  
Chief, Administrative Division  
BAC Vice Chairperson

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT	BRAND AND MODEL
13	Folder, legal size, white	1,000	pc	P	P	
14	Folder, A4 size, white	500	pc	P	P	
15	Paper, multi-purpose, A 4 size, 80 gsm,	100	ream	P	P	
	Color: Yellow					
16	Paper, multi-purpose, A 4 size, 80 gsm,	100	ream	P	P	
	Color: Light Blue					
17	Optical USB Mouse	20	pc	P	P	
	Compatible with Windows®					
	Cable length: at least 180cm					
18	Toner Black (Sharp BP-50C31)	10	pc	P	P	
19	Toner Cyan (Sharp BP-50C31)	5	pc	P	P	
20	Toner Magenta (Sharp BP-50C31)	5	pc	P	P	
21	Toner Yellow (Sharp BP-50C31)	5	pc	P	P	
	X-X-X					
	<b>GRAND TOTAL =</b>				<b>P</b>	
	NOTE: For use of DPWH-NCR.					

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Printed Name/Signature