



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**REGIONAL OFFICE II**  
Dalan na Pavvurulun, RGC, Carig Sur, Tuguegarao City, Cagayan



Procuring Entity : DPWH – Regional Office II  
Standard Form/Title : **REQUEST FOR QUOTATION**  
Revised on :  
COMPANY NAME :  
ADDRESS :  
CONTACT NUMBER :  
T.I.N. :  
RFQ No. : **2024-11-111**  
Date : November 29, 2024  
Office/End User Unit : Administrative Division

Please quote your lowest price on all the items listed, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative **not later than 10:00 A.M.** on **DEC 3, 2024**, in a sealed envelope to the Procurement Staff, DPWH Regional Office II, Tuguegarao City, Cagayan and will be opened on the same day at **10:00 AM**.

**TERMS and CONDITIONS:**

1. All entries must be type written or legibly written.
2. Delivery period within **30** calendar days upon receipt of the approved funded Purchase Order. Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA9184 shall be 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 from date of acceptance by the end user.
4. Price Validity shall be for a period of **30 calendar days**
5. Documentary Requirements shall be attached upon submission of the quotation.
6. All items shall be procured as "One Lot"
7. Liquidated Damages pursuant to Sec. 68 of the Revised IRR-RA9184 shall be imposed for non-delivery without valid reason.
8. Performance Bond: Yes ☐; No ☒
9. Incomplete quotation shall be declared non-responsive.
10. You may submit your Quotation and Requirements through [casem.hilario@dpwh.gov.ph](mailto:casem.hilario@dpwh.gov.ph) or [procurement.dpwhro2@gmail.com](mailto:procurement.dpwhro2@gmail.com)

**BERNARD T. CALABAZARON**  
Chief, QA Division  
BAC Chairperson  
CWS

Approved Budget Ceiling: **P134,779.00**

Mode of Procurement: Shopping

Documentary Requirements			
Mayor's Permit :	/	PhilGEPS Reg. No. or Reg. Certificate :	/
DTI/SEC :	/	Income/ Business Tax Return :	/
Tax Clearance Certificate :	/	Omnibus Sworn Statement :	

Item No.	Item Description	Brand & Model	Quantity	Unit	Unit Cost	Total Cost
1	Black Gelpen/Signpen, 0.5mm		1,332	pcs		
2	Expandable Long Plastic Envelope (Clear or Blue) with handle		1,332	pcs		
3	Laid Paper, A4 180GSM (100pcs./pack)		15	pack		
4	Rechargeable Battery (Battery size AA, 2pcs./pack) (with battery charger)		2	set		
	X-X-X-X-X-X					
	For use in Devolution Training Plan (DTP)					
<b>TOTAL</b>						

Delivery Period : \_\_\_\_\_ Price Validity : \_\_\_\_\_  
Warranty : \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We quote you on the item 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 Regional Office II.

Name & Signature of Supplier: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Website: <https://www.dpwh.gov.ph>  
Tel. No.: (078)-304-7724

