



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. : **2024-11-118**
Date : December 03, 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 9, 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 or procurement.dpwhro2@gmail.com


BERNARD T. CALABAZARON
Chief, QA Division
BAC Chairperson

Approved Budget Ceiling: P132,580.00

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	Bond Paper (A-3 size; 80gsm)		50	reams		
2	Correction Tape		150	pcs		
3	Envelope Expanding		500	pcs		
4	Folder with Tab, Legal		1000	pcs		
5	Clip Back Fold 25mm		100	boxes		
6	Clip Back Fold 50mm		100	boxes		
7	Marker Permanent Black		120	pcs		
8	Notepad		100	pcs		
9	Ringbind 1/4		30	pcs		
10	Sign Pen, Black		120	pcs		
11	Sign Pen, Blue		120	pcs		

End of Page 1

Item No.	Item Description	Brand & Model	Quantity	Unit	Unit Cost	Total Cost
12	Rags		30	cls		
13	Glass Cleaner		30	bottles		
14	Bond Paper (A-4 size; 80gsm)		300	reams		
	X-X-X-X-X-X					
	For stocks of DPWH RO2					
TOTAL						

Delivery Period : _____
Warranty : _____

Price Validity : _____

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 : _____