



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. : **2025-05-064**  
Date : June 09, 2025  
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 June 12, 2025, in a sealed envelope to the Procurement Unit, 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)/[capelo.kristel@dpwh.gov.ph](mailto:capelo.kristel@dpwh.gov.ph)

**HEIRRIDGE KEVIN N. DE LEON**  
Chief, ROWAL Division  
BAC Chairperson *h*

**Approved Budget Ceiling: P162,868.00**

**Mode of Procurement: Small Value Procurement**

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

Item No.	Item Description	Brand & Model	Quantity	Unit	Unit Cost	Total Cost
1	ISO Folder, A4		514	pc		
2	ISO Folder, Legal		92	pc		
	x-x-x-x-x-x see attached sample					
	For use of DPWH Regional Office II					
<b>TOTAL</b>						

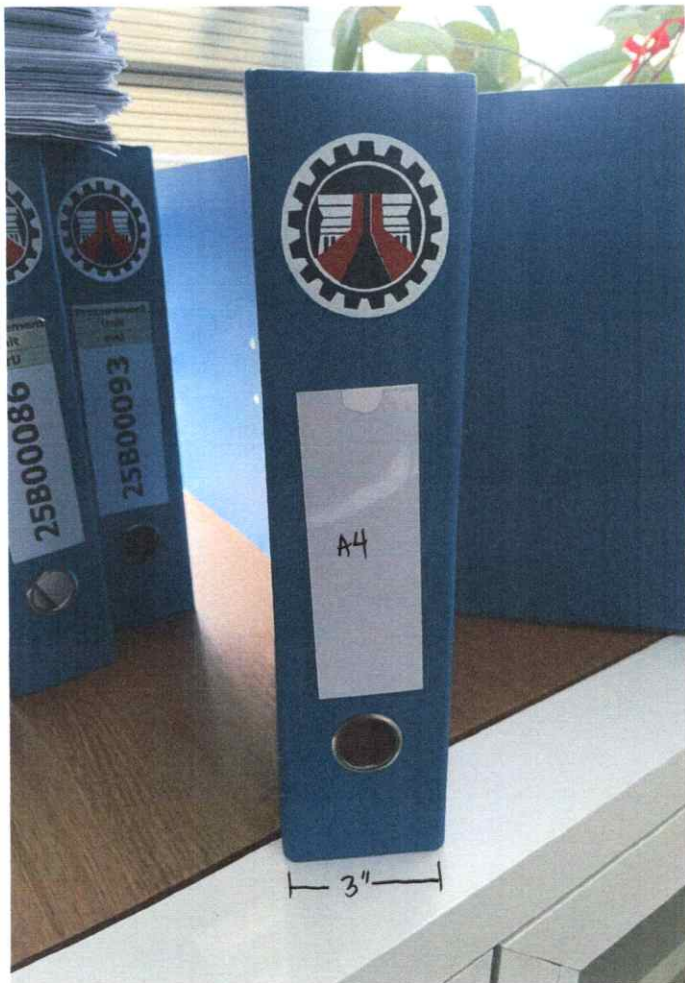
Delivery Period : \_\_\_\_\_ Price Validity : \_\_\_\_\_  
Warranty : \_\_\_\_\_

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: \_\_\_\_\_



A4 : Hardbound



Legal: Hardbound

