



Republic of the Philippines
 DEPARTMENT OF PUBLIC WORKS & HIGHWAYS
PALAWAN 2ND DISTRICT ENGINEERING OFFICE
 Narra, Palawan MIMAROPA REGION (IV-B)



Name of Procuring Entity	: Palawan 2nd DEO, Narra, Palawan	Request for Quotation	: 2024-036
Contract ID	: 24GEF0037	Date	: April 12, 2024
Contract Name	: Supply and Delivery of Office Supplies, Other Supplies, Materials For PMS Planning and Design Section		
Location	: DPWH-Palawan 2nd District Engineering Office, Narra, Palawan	Office/End-User	: Planning and Design
Standard form/Title	: REQUEST FOR QUOTATION/Small Value Procurement		
COMPANY NAME	:	Date	:
ADDRESS	:	TIN No.	:
TEL. NO./FAX 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 **10:00am of April 16, 2024** in the return envelope attached herewith, to the BAC Office, Palawan 2nd District Engineering Office, Narra, Palawan.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written,
2. Delivery period within Thrity (30) C.D upon receipt of approved funded Purchase Order (P.O), Administrative penalties pursuant to Sec. 69 of Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
3. Warranty shall be a minimum of three (3) months for supplies & materials; one (1) year for equipment; 3 years IT Equipment from date of acceptance by the end user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. G-EPS Registration Certificate/Mayor's Permit/DTI Registration/ Tax Clearance and Omnibus Sworn Statement shall be attached upon submission of quotation.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each item being offered and it shall be eco-friendly.
8. The approved budget ceiling for this procurement is **PHP 67,265.00**


EDHERWIN M. GAPAD
 BAC MEMBER

ITEM NO.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Flash Drive, 32GB (3.0 or 3.1) w/ OTG (TYPE C)	30	pc		
2	Sign Pen, Black, Liquid/Gel Ink, 1.0 mm Tip	2	box		
3	Sign Pen, Blue, Liquid/Gel Ink, 1.0 mm Tip	2	box		
4	Mechanical Pencil, 0.5mm, Metal Clip & Push-Button Tip, Retractable w/ eraser in the push-button, non slip-rubber grip	28	pc		
5	Mechanical Pencil, Carbon Lead Refill, 0.5mm, 12 pcs per tube	28	tube		
6	Ballpen, Black Oil-based, High Color Intensity Ink, 0.5mm ball point	3	box		
7	Ballpen, Blue Oil-based, High Color Intensity Ink, 0.5mm ball point	3	box		
8	Pencil #2	5	box		
9	Scissors, Heavy Duty, Stainless Stell, 11" Min	7	pc		
10	Sticky Note (Sign here w/ Arrow) 0.5" x 1.7"/1.3x3x3x4.3 cm	40	pack		
11	Sticky Note " Sign Here"	40	pack		
12	Glue, 130g	15	tube		
13	Correction Tape, Heavy Dutym 32m disposable	10	pc		
Sub Total				Php	

Brand and Model : _____ **Warranty** : _____
Delivery Period : _____ **Price Validity** : _____

After having carefully read and accepted your General Conditions, I/We quote on the item(s) at prices noted above. If the space for delivery period, Warranty and Prices Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.

 Printed Name /Signature/Date

 Tel. No./Cellphone/E-mail Address

