



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**NORTHERN SAMAR 2nd DISTRICT ENGINEERING OFFICE**  
Brgy. Burabud, Laoang, Northern Samar



Name of Procuring Entity :	N. Samar 2nd DEO	Request for Quotation (P.R. No.) :	2025-07-0049	7/14/2025
Revised on :		Date :		
Standard Form/Title :	REQUEST FOR QUOTATION	Office/End-User :	Administrative Section	
COMPANY NAME :				
ADDRESS :				
TEL. NO./FAX No. :				
TIN :				

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 2:00 P.M. of 08-05-25 in the return envelope attached herewith, Procurement Unit, 2nd Floor, Brgy. Burabod, Laoang, Northern Samar.

**TERMS and CONDITIONS :**

1. All entries must be typewritten or legibly written.
2. Delivery period within 30 days 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 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. PhilGEPS Certificate, DTI/SEC-COR, BIR-COR, Mayor's Permit, Latest BIR ITR, Tax Clearance & Omnibus Sworn Statement shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures of the product .
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **P 999,000.00**

*M. Amparo*  
**MA. AMPARO MARIAM T. DAPUG**  
Administrative Officer V/  
BAC Chairman

Item No.	ITEMS & DESCRIPTION		QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Vision, Mission, Mandate	2x3 sq.ft.	6	sq.ft		
2	Quality Policy	2x3 sq.ft.	6	sq.ft		
3	Core Values	2x3 sq.ft.	6	sq.ft		
4	5S	2x3 sq.ft.	6	sq.ft		
5	Citizen Charter	2x3 sq.ft.	30	sq.ft		
6	Vision, Mission, Mandate	1x1 sq.ft.	11	sq.ft		
7	Quality Policy	1x1 sq.ft.	11	sq.ft		
8	Core Values	1x1 sq.ft.	11	sq.ft		
9	5S	1x1 sq.ft.	11	sq.ft		
10	Organizational Chart (By Section)	3x4 sq.ft.	13	sq.ft		
11	Functional Chart (By Section)	3x4 sq.ft.	13	sq.ft		
12	Organizational Chart (By Section)	4x5 sq.ft.	1	sq.ft		
13	Process Flow	2x3 sq.ft.	10	sq.ft		
14	Performance Governance System	3x4 sq.ft.	2	sq.ft		
15	Signages	3x4 sq.ft.	40	inch		
16	Front Desk Signage	3x4 sq.ft.	1	inch		
17	CuSSA Suggestion Box	3x4 sq.ft.	5	inch		
18	Hazard Map	3x4 sq.ft.	1	sq.ft		

TOTAL AMOUNT IN WORDS

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

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices note above. If the space for Delivery

Telephone No.: \_\_\_\_\_  
c/o edmund somoray  
email: edmundsomoray@yahoo.com

Printed Name/Signature/Date

Tel. No. /Cellphone No. / E-mail Address