



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 **10:00 A.M. on June 16, 2025** in the return envelope attached herewith, to the **Procurement Unit, DPWH Sorsogon 1st DEO, Guinlajon, Sorsogon City.**

1. All entries must be typewritten or legibly written.
2. Delivery period within as **Fifteen days (15)** 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 for IT Equipment** from date of acceptance by the end-user.
4. Price validity shall be for a period of **sixty (60) calendar days**.
5. For all Supplier, the two (2) envelope system will be followed.
 - The first envelope shall contain the following eligibility document/s.
- PhilGEPS Registration Certificate (Platinum), Mayor's Permit, DTI/SEC Registration, Tax Clearance including Income/Business Tax Return, Certificate of Registration, Omnibus Sworn Statement (not applicable for ABC < Php 50,000.00) and original brochures showing certifications of the product (if applicable)** shall be attached upon submission of the quotation.
 - The second envelope which contain the quotation shall only be opened after the first envelope is declared complying.
6. Bidders shall **submit original brochures (if applicable)** of the product .
7. Please indicate the **brand for each items** being offered.
8. The approved budget ceiling for this procurement is **P 96,944.00**
9. Please **specify brand name** otherwise, bids will not be accepted.
10. **Quotation thru electronic mail/fax will not be accepted.**

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

CHECKLIST FOR GOOD'S

(Mode of Procurement: SMALL VALUE PROCUREMENT)

Attachment :

A. Eligibility and Technical Documents:

1. DTI Business Name/SEC Registration of Supplier
2. TAX Clearance & Monthly Payment of Taxes including Income/Business Tax Return
3. Certificate of PHILGEPS Registration
4. Latest/Updated Mayor's/Business Permit
5. Certificate of Registration (COR)
6. Omnibus Sworn Statement (Revised per GPPB Resolution No. 16-2020)
7. Bidders shall submit original brochures showing certifications of the product (if applicable)
8. Special Power of Attorney of Liaison and Valid Identification Card (if applicable)

B. Financial Documents

1. Request for Quotation

Note: Please indicate the brand for each items being offered (if applicable)

Supplier's Signature