



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BOHOL III
DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE VII
Sawang, Guindulman, Bohol

Name of Procuring Entity : DPWH, Bohol 3rd DEO Request for Quotation (P.R. No.) : 24-09-0115
Revised on : Date : 09/02/2024
Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User : MAINT. SECTION
COMPANY NAME : Mode of Procurement: Small Value
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 10:00 A.M of 10/14/2024 in the return envelope attached herewith, to the DPWH Bohol 3rd District Engineering office, Guindulman, Bohol.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within 20 calendar 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. Warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) but not to exceed five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but not to exceed five percent (5%) of the total contract price.
4. Price validity shall be for a period of sixty (60) calendar days.
5. PhilGeps Registration Certificate/Mayor's Permit/Omnibus Sworn Statement
6. Bidders shall submit original brochures showing certifications of the product.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **PHP 187,780.00**


JUANITO A. OLANIO
BAC Chairman

Item No.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Bond Paper A3	20	reams		
2	Bond Paper A4	360	reams		
3	Ballpen	20	box		
4	Signpen HiTecpoint V7RT Pilot Black	2	box		
5	Refill Pen (HiTecpoint V7RT Pilot) Black	36	pcs.		
6	Sign Pen 0.4 Black G-Tech	2	box		
7	Folder, (ordinary, white, long)	200	pcs.		
8	Envelope, (Brown, Long)	48	pcs.		
9	Expandable Envelope, assorted color	48	pcs.		
10	Masking Tape	6	pcs.		
11	Air Freshener (glade spray)	25	pcs.		
12	Toilet Paper Tissue (solo)	120	pcs.		
13	Alcohol 70%sol. (250ml)	36	btl.		
14	White Board 1.5ft.x2ft.	10	unit		
15	Marker White Board Black	36	pcs.		
16	Permanent Marker	12	pcs.		
17	Photo Paper A4 Matte	10	pack		
18	Highlighter - Assorted Color (Yellow, Pink)	24	pcs.		
19	Sticky Notes (3"x3") assorted color	30	pcs.		
20	Binder Clips Black 32mm, 41mm, 51mm	6	box		
	X-X-X-X-X				
	For use in maintenance section.				
	The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all of the items.			TOTAL	

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 Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.

Printed Name / Signature / Date