



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

CENTRAL OFFICE

Manila



Name of Procuring Entity : Request for Quotation (P.R. No.): C-0200-0008-24C
Revised on: Date: February 15, 2024 ABC: Php 449,689.67

Standard Form/Title: **REQUEST FOR QUOTATION**

Office/End-User: **Planning Service & SPMD-HRAS**

Mode of Procurement: **Shopping (b)**

COMPANY NAME : PHILGEPS No.:
ADDRESS : TCC No.:
TEL./FAX NUMBER : TIN:

Please submit your quotation for the item(s) listed below, which may be submitted in person at Room 503, Bidding Room, Procurement Service, 5th Floor, DPWH Bldg., Bonifacio Drive, Port Area, Manila, or thru registered mail, facsimile or E-mail, not later than 9:00 A.M. of Feb. 21, 2024.

Quotation may be submitted open or sealed and should be duly signed by the firm's owner or authorized representative subject to the terms and conditions, hereof.

TERMS and CONDITIONS :

1. All entries must be typewritten or legibly written.
2. Delivery period within **30 working 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 and one (1) year for Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. PhilGEPS Registration Number and Mayor's Permit shall be attached upon submission of the quotation. DTI /SEC and Latest Tax Clearance shall be submitted before the award of Purchase Order (P.O.).
6. Bidders must quote for all of the items. Any erasure, correction or alteration made by the bidders in any of the items shall render the bid non-complying, hence, a ground for disqualification.
7. The DPWH reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.
8. Bidders shall submit a proposal on each items and evaluation and award of contract will be undertaken on a lump sum basis

1st extension : Feb. 28, 2024

MEDMER G. MALIG

Assistant Secretary for Technical Services
and Information Management Service
Acting Chairperson, BAC for Goods

Item No.	ITEMS and DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
Lot A- C-0200-0008-24: PLANNING SERVICE					
INVENTORY/Common Office Supplies and Equipment					
1	Paper, Multicopy, A3, 80gsm, 500pcs/ream	100	ream		
2	Calligraphy Pen (Broad Edge Pen) 1.0mm line width, water based ink	25	pc		
3	Certificate Holder - A4 size 210mm x297mm (8.27"x11.69")	100	pc		
4	Certificate Frame - A4 size 210mm x297mm (8.27"x11.69")	50	pc		
5	Roller Ball Pen, Green, liquid/gel ink, 0.7mm needle tip	100	pc		
6	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	200	pc		
7	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	50	pc		
8	Sign Pen, Violet, liquid/gel ink, 0.5mm needle tip	25	pc		
9	Vellum Board Paper, A4 size, 100 sheets/pack, yellow, 220 gsm	10	pack		
SUBTOTAL AMOUNT (Php)					
Lot B- C-0200-0006-24: PLANNING SERVICE					
COMPUTER SUPPLIES & PERIPHERALS					
1	Flip Card Shape USB Flash Drive - 4GB	300	unit		
SUBTOTAL AMOUNT (Php)					
Lot C- C-0200-0014-24: PLANNING SERVICE					
OFFICE EQUIPMENT SUPPLIES & CONSUMABLES					
1	No. 730 300-ml Cyan Ink Cartridge for HP Designjet T1700	2	pc		
2	No. 730 300-ml Magenta Ink Cartridge for HP Designjet T1700	2	pc		



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Request for Quotation (P.R. No.):

C-0200-0008-24

Item No.	ITEMS and DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
3	No. 730 300-ml Yellow Ink Cartridge for HP Designjet T1700	2	pc		
4	No. 730B 300ml Photo Black Design Jet Ink Cartridge for HP Designjet T1700	2	pc		
5	No. 730B 300ml Gray Design Jet Ink Cartridge for HP Designjet T1700	2	pc		
6	No. 730B 300ml Matte Black Design Jet Ink Cartridge for HP Designjet T1700	2	pc		
7	No. 731 Printhead HP Designjet T1700	1	pc		
	SUBTOTAL AMOUNT (Php)				
	Lot D- C-0707-0040-24: SPMD-HRAS				
	COMMON OFFICE SUPPLIES				
1	Alcohol, rubbing, 70% Isoprophyl, 500 ml.	150	bottle		
2	Correction Tape, with refill, 5.0mm x 10mm	100	piece		
3	Sticky Notepad, 2"x3" color: Canary yellow, 100sht/pad	80	pad		
4	Sticky Note "Sign Here" color: Yellow	100	piece		
5	Photopaper, Economy, 12 pcs/pack, glossy, A4	10	pack		
6	Sign Pen, GEL type, 0.5mm Needle point, black	100	piece		
7	Sign Pen, GEL type, 0.5mm Needle point, blue	120	piece		
8	Sign Pen, GEL type, 0.5mm Needle point, red	60	piece		
9	Sign Pen, GEL type, 0.5mm Needle point, green	20	piece		
10	Paper Clip, vinyl/plastic coated, 33mm	100	box		
11	Paper Clip, vinyl/plastic coated, 50mm	100	box		
12	Paper Shredder	1	unit		
13	Tape, masking, 24mm	100	roll		
14	Tape, masking, 48mm	60	roll		
15	Tape, packaging, 48mm	80	roll		
16	Tape, transparent, 24mm	75	roll		
17	Tape, transparent, 48mm	50	roll		
18	Toilet Tissue, 3 ply, 12 rolls/pack	400	pack		
19	Official Record Book, 300 pages, 8-1/2 x 11	150	book		
20	Official Record Book, 500 pages, 8-1/2 x 11	100	book		
21	Eraser for pencil	40	piece		
22	Stamp Pad Felt, violet	10	piece		
23	Stamp Pad Ink, purple or violet	10	bottle		
24	Stamp Pad Felt, green	3	piece		
25	Acetate	2	roll		
26	File Tab Divider, A4 (210 x 297mm)	200	set		
27	File Tab Divider, Legal (210 x 297mm)	200	set		
28	Flash Drive, 16GB	20	piece		
29	Laminating Machine, A3/A4, heavy duty, hot and cold laminator, 220V	1	unit		
	SUBTOTAL AMOUNT (Php)				
	Please specify total amount in words (Php)				

Please specify brand names & model, if applicable.

- Brand Name & Model: _____
- Delivery Period: _____

Warranty: _____

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.

Tel. No. 304-3530 Telefax: 304-3108/3208/3188

[alibin.mikko](mailto:alibin.mikko@dpwh.gov.ph) paulo@dpwh.gov.ph

Signature Over Printed Name/Date

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

12.1.3 CAM/MPOA

Website: <https://www.dpwh.gov.ph>

Tel. No(s): 5304-3000 / (02) 165-02

