

Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS  
**SURIGAO DEL SUR II**  
**DISTRICT ENGINEERING OFFICE**  
REGIONAL OFFICE XIII  
Mancarogo, Bislig City

Name of Procuring Entry: **Department of Public Works & Highways** Request for Quotation (P.R. No.): 2024-07-107

Revised on : Date **July 2, 2024**  
Standard Form/Title **REQUEST FOR QUOTATION** Office/End-User : **Construction Section**

COMPANY NAME : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

T.I.N. No. : \_\_\_\_\_


Tel. No./Fax No. : \_\_\_\_\_

Please quote your lowest price on the item(s) listed below, subject to the Terms and Condition stated below and submit your quotation duly signed by your representative not later than 2:00 P.M. of **18 JUL 2024** in the return envelope attached herewith, to the BAC Secretariat, DPWH, Bislig City.

**TERMS AND CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within ten ( 10 ) w.d. 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 from date of acceptance by the end-user.
4. Price validity shall be for a period of one hundred twenty (120) calendar days.
5. G.EPS Registration Certificate shall be attached upon submission of the quotation.
6. Bidders submit original brochure showing certifications of the product, if applicable.
7. Please indicate the brand for each items being offered.

The approved budget ceiling for this procurement is **P 188,505.00**

  
**ARMANDO R. SALINAS**  
Chief, Maintenance Section  
( BAC Chairman )

Purpose : **For use in the Construction Section Office Supplies, DPWH 2nd DEO for the 3rd quarter CY-2024.**

Item No.	ITEMS & DESCRIPTION	QTY.	Unit	UNIT PRICE	TOTAL PRICE
1	Bond Paper US A4, subs 20	200	rms		
2	Bond Paper US A3, size	100	rms		
3	Genuine Epson Ink 664 (Cyan)	10	btls		
4	Genuine Epson Ink 664 (Magenta)	10	btls		
5	Genuine Epson Ink 664 (Yellow)	10	btls		
6	Genuine Epson Ink 664 (Black)	10	btls		
7	Ink Cartridge TK-1175 (Kyosera Printer)	4	pcs		
8	HP Laser Pro M402 Toner (CF226A)	4	pcs		
9	Correction Taper	3	box		
10	Spray Paint (Blue)	20	cans		
11	Ballpen (Black)	10	box		
12	Documentary Long Envelope, Expandable Brown	5	pcks		
13	Envelope Mailing Long White	10	pcks		
	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X				

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.

Printed Name/Signature/Date

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