Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BOHOL 2ND DISTRICT ENGINEERING OFFICE
Ubay, Bohol

24-02-006

Name of Procuring Entity :	Request for Quotation (P.R. No.):
Revised on :	Date: 21 FEB 2024
Standard From/Title : **REQUEST FOR QUOTATION**	Office/End-User: Admin. Section
COMPANY NAME :	
ADDRESS	
TEL No. /FAX No :	TIN No :

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 after 10:A.M. of _______________ in the return enveloped attached herewith to the BAC Secretariat for Goods, DPWH Bohol 2nd Engineering District , Ubay, Bohol.

TERMS AND CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within ___________ upon receipt of the apporved funded Purchase Order (P.O.) Administrative penalties pursuant to Section 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 materials, one year for Equipment; 3 years It Equipment from the date of acceptance by the end - user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. G-EPS Registration Certificate/Mayor's Permit/DTI shall attached upon submission of the quotation.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand of each items being offered.
8. The approved budget ceiling for the procurement is_________________.

MARTIN A. PELARADA
BAC CHAIRMAN

ITEM NO.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	INK CARTRIDGE, (HP 680), black	15	cart		
2	INK CARTRIDGE, (HP 680), Tri-Color	10	cart		
3	INK CARTRIDGE, Epson 664, Black	10	btl		
4	INK CARTRIDGE, Epson 664, Cyan	5	btl		
5	INK CARTRIDGE, Epson 664, Magenta	5	btl		
6	INK CARTRIDGE, Epson 664, Yellow	5	btl		
7	INK CARTRIDGE, Epson 003, Black	40	btl		
8	INK CARTRIDGE, Epson 003, Magenta	20	btl		
9	INK CARTRIDGE, Epson 003, Yellow	20	btl		
10	INK CARTRIDGE, Epson 003, Cyan	20	btl		
11	Flash Drive, 32gb	12	pc		
	x-------------x-x-x-x-x				
					-
					-
			Total ---------------		-

Purpose: for use in DPWH Bohol 2nd DEO.(Admin. Section)

Brand andModel: ______________________ 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 the delivery period, warranty and price Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.

Telefax: 518-8051 / 518-8050
email: dpwhbohol2@yahoo.com

____
Printed Name / Signature / Date

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

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Name of Office: **BOHOL 2ND DEO**
Office Location : **Ubay, Bohol**

FINAL ANNUAL PROCUREMENT PLAN FOR FY 2024

P.R. No. [1]	Contract Package (Description)	Procurement Method	ABC[2] (Fund Source)	PROCUREMENT SCHEDULE						
				Pre-Procurement Conference (1 c.d.)	Advertisement (7 c.d.)	Pre-Bid Conference (1 c.d.) 12 cd before submission of bid	Submission and Receipts of Bids (1 c.d.)	Bid Evaluation (1 c.d.)	Post-Qualification (1 c.d.)	Award of Contract (2 c.d.)
	Common Office Supplies									
	1. Common Office Supplies	shopping	6,138,822.62							
	2. Common Computer Supplies/Consumables	shopping	13,172,981.90							
	3. Common Janitorials Supplies	shopping	963,860.70							
	4. Common Office Equipment	shopping	4,268,569.00							
	5. IT Equipment and Software	shopping	30,962,733.59							
	6. Common Electrical Supplies	shopping	1,462,373.50							
	7. Other Categories	Public Bidding/Shopping	117,084,804.77							
	INVENTORY									
	1. Inventory/Common Office Supplies	shopping	881,625.50							
	2. Inventory/Common Computer Supplies	shopping	2,559,684.90							
	3. Inventory/Common Office Devices	shopping	113,165.80							
	4. Inventory/Common Janitorials Supplies	shopping	217,229.12							
	5. Inventory/Common Office Equipment	shopping	151,472.00							
	6. Inventory/IT Equipment and Software		161,200.00							
Total Budget Amount		Php	178,138,523.40							

PREPARED BY:	RECOMMENDED BY:	APPROVED BY:
PRIMITIVA E. ABAN	**MARTIN A. PELARADA**	**FERNANDO J. TALAGSA**
Procurement Engineer	BAC Chairman	OIC - District Engineer

[1]PR No. = Purchase Request No.
[2]ABC = Approved Budget for the Contract

The BAC Secretariat shall consolidate all the Project Procurement Management Plans (PPMP) prepared by the Project Management Offices (PMOs) into an Annual Procurement Plan (APP). The APP shall bear the approval of the head of the procuring entity. Updating the PPMP and the consolidated APP shall be undertaken every six (6) months or as often as required by the head of the procuring entity.

.MENT OF PUBLIC WORKS AND HIGHWAYS

Name of Office: Admin. Section
Office Location : Ubay, Bohol

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) 2024

P.R. No. [1]	Contract Package (Description)	Procurement Method	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	ABC[2] (Fund Source)	PROCUREMENT SCHEDULE						
								Pre-Procurement Conference (1 c.d.)	Advertisement (7 c.d.)	Pre-Bid Conference (1 c.d.) 12 cd before submission of bid	Submission and Receipts of Bids (1 c.d.)	Bid Evaluation (1 c.d.)	Post-Qualification (1 c.d.)	Award of Contract (2 c.d.)
	1. Common Office Supplies	shopping		151,192.70		143,372.70								
	2. Common Computer Supplies / Consumables	shopping	225,800.00	206,335.50	180,300.00	118,460.50								
	3. Common Janitorials Supplies	shopping	164,965.00	22,600.00	151,665.00	[illegible]2,600.00								
	4. Common Office Devices and Equipment	shopping	662,700.00	31,800.00										
	5. Furniture and Fixture	shopping	519,000.00											
	6. IT Equipment and Software	shopping	1,212,700.00											
	7. Other Categories	shopping	113,370.00											
	8. Common Electrical Supplies	shopping	113,870.00		48,000.00									
	9. Fire Fighting Equipment & Accessories	shopping	64,000.00											
	10. Air Condition Maintenance Services	shopping	91,800.00	91,800.00	91,800.00	91,800.00								
	11. Elevator Maintenance Services	shopping	65,000.00	65,000.00	65,000.00	65,000.00								
TOTAL EVERY QTR.			3,230,205.00	568,728.20	536,765.00	471,233.20								
Total Budget Amount		Php	4,806,931.40											

PREPARED BY:

VIRGILIO B. AGUIMAN
Admin. Officer V

EVALUATED BY: (To be included in the DPWH Budget Proposal)

NILA B. VIRTUDAZO
Budget Officer

RECOMMENDED BY:

DIOSCORO C. VIRTUDAZO
OIC-Asst. District Engineer

APPROVED BY:

FERNANDO J. TALAGSA
OIC-District Engineer

[1] PR No. = Purchase Request No.
[2] ABC = Approved Budget for the Contract

ITEMIZED LIST OF GOODS
CY 2024

Office/Unit: ADMINISTRATIVE SECTION

District: DPWH-Bohol 2nd District Engineering Office, Ubay, Bohol

	GOODS		UNIT	TOTAL CALENDAR		DISTRIBUTION BY QUARTERS							
						1ST QTR.		2ND QTR.		3RD QTR.		4TH QTR.	
	Category / Nature and Description / Specification	UNIT	PRICE	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
	COMMON COMPUTER SUPPLIES/CONSUMABLES												
1	INK CARTRIDGE, (HP 680), black, for HP 1115,1118,2135,3635,3636,3638,4675,4678	cart	570.00	30	17,100.00	15	8,550.00		-	15	8,550.00		-
2	INK CARTRIDGE, (HP 680), Tri-Color, for HP 1115,1118,2135,3635,3636,3638,4675,4678	cart	570.00	20	11,400.00	10	5,700.00		-	10	5,700.00		-
3	INK CARTRIDGE, Epson C13T664, Black	btl	475.00	25	11,875.00	10	4,750.00		-	15	7,125.00		-
4	INK CARTRIDGE, Epson C13T664, Cyan	btl	475.00	15	7,125.00	5	2,375.00		-	10	4,750.00		-
5	INK CARTRIDGE, Epson C13T664, Magenta	btl	475.00	15	7,125.00	5	2,375.00		-	10	4,750.00		-
6	INK CARTRIDGE, Epson C13T664, Yellow	btl	475.00	15	7,125.00	5	2,375.00		-	10	4,750.00		-
7	INK CARTRIDGE, Epson 003, Black	btl	475.00	75	35,625.00	40	19,000.00		-	35	16,625.00		-
8	INK CARTRIDGE, Epson 003, Magenta	btl	475.00	45	21,375.00	25	11,875.00		-	20	9,500.00		-
9	INK CARTRIDGE, Epson 003, Yellow	btl	475.00	45	21,375.00	25	11,875.00		-	20	9,500.00		-
10	INK CARTRIDGE, Epson 003, Cyan	btl	475.00	45	21,375.00	25	11,875.00		-	20	9,500.00		-
11	TONER CARTRIDGE, (For Mdl: MP2014AD)	tube	3,733.00	12	44,796.00		-	6	22,398.00		-	6	22,398.00
12	TONER CARTRIDGE, TN 116	tube	3,437.50	6	20,625.00		-	3	10,312.50		-	3	10,312.50
13	INK CARTRIDGE, Brother BT5000, Magenta	tube	475.00	8	3,800.00	4	1,900.00		-	4	1,900.00		-
14	INK CARTRIDGE, Brother BT5000, Cyan	tube	475.00	8	3,800.00	4	1,900.00		-	4	1,900.00		-
15	INK CARTRIDGE, Brother BT5000, Yellow	tube	475.00	8	3,800.00	4	1,900.00		-	4	1,900.00		-
16	INK CARTRIDGE, Brother BTD60, Black	tube	475.00	12	5,700.00	6	2,850.00		-	6	2,850.00		-
17	TONER IMC 2000 - Black	tube	8,425.00	10	84,250.00		-	6	50,550.00		-	4	33,700.00
18	TONER IMC 2000 - Magenta	tube	13,675.00	5	68,375.00		-	3	41,025.00		-	2	27,350.00
19	TONER IMC 2000 - Yellow	tube	13,675.00	5	68,375.00		-	3	41,025.00		-	2	27,350.00
20	TONER IMC 2000 - Cyan	tube	13,675.00	5	68,375.00		-	3	41,025.00		-	2	27,350.00
21	TONER Cartridge - Black (for Fuji Xerox DC-V C3060)	tube	7,000.00	10	70,000.00	6	42,000.00		-	4	28,000.00		-
22	TONER Cartridge - Magenta (for Fuji Xerox DC-V C3060)	tube	10,500.00	5	52,500.00	3	31,500.00		-	2	21,000.00		-
23	TONER Cartridge - Yellow (for Fuji Xerox DC-V C3060)	tube	10,500.00	5	52,500.00	3	31,500.00		-	2	21,000.00		-
24	TONER Cartridge - Cyan (for Fuji Xerox DC-V C3060)	tube	10,500.00	5	52,500.00	3	31,500.00		-	2	21,000.00		-
	TOTAL EVERY QTR.						225,800.00		206,335.50		180,300.00		148,460.50

ITEMIZED LIST OF GOODS
CY 2024

Office/Unit: ADMINISTRATIVE SECTION
District:DPWH-Bohol 2nd District Engineering Office, Ubay, Bohol

	GOODS		UNIT	TOTAL CALENDAR		DISTRIBUTION BY QUARTERS							
						1ST QTR.		2ND QTR.		3RD QTR.		4TH QTR.	
	Category / Nature and Description / Specification	UNIT	PRICE	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
	COMMON OFFICE SUPPLIES/GOODS												
29	ENVELOPE, documentary, (Long)	piece	5.00	120	600.00			60	300.00			60	300.00
30	ENVELOPE, documentary, (short)	piece	4.00	20	80.00			10	40.00			10	40.00
31	ENVELOPE, expanding, legal size	piece	25.00	120	3,000.00			60	1,500.00			60	1,500.00
32	FOLDER, Expanded with out Metal Edge, Green (Long)	piece	35.00	240	8,400.00			120	4,200.00			120	4,200.00
33	FOLDER, Ordinary, White (Long)	piece	10.00	240	2,400.00			120	1,200.00			120	1,200.00
34	GLUE, all purpose, 240g	jar	75.00	8	600.00			4	300.00			4	300.00
35	INK Refill, for Pentel Pen	piece	210.00	4	840.00			2	420.00			2	420.00
36	MARKER, Highligther, fluorescent, any color	piece	35.20	12	422.40			6	211.20			6	211.20
37	MARKING PEN, permanent, (Broad & Marker) Black	piece	39.50	12	474.00			6	237.00			6	237.00
38	MASKING TAPE, 1"	roll	65.00	12	780.00			6	390.00			6	390.00
39	OFFICE PASTE	cup	38.50	4	154.00			2	77.00			2	77.00
40	OFFICIAL RECEIPT AF-51	tube	100.00	40	4,000.00			40	4,000.00				-
41	PAPER CLIP, Vinyl Coated, 33mm, 100pcs	box	19.00	10	190.00			5	95.00			5	95.00
42	PAPER CLIP, Vinyl Coated, 50mm, 100pcs	box	29.00	20	580.00			10	290.00			10	290.00
43	PAPER FASTENER, 50 sets/box	box	40.00	30	1,200.00			15	600.00			15	600.00
44	Parchmentpaper, Size 8½" x 11", GSM 85	pack	30.00	20	600.00			10	300.00			10	300.00
45	PHILIPPINE NATIONAL FLAG,	piece	420.00	18	7,560.00			12	5,040.00			6	2,520.00
46	Multipurpose Paper, Long, Subs. 20	ream	310.00	60	18,600.00			30	9,300.00			30	9,300.00
47	Multipurpose paper, A4, Subs. 20	ream	260.00	400	104,000.00			200	52,000.00			200	52,000.00
48	Flash Drive, 32gb	pc	610.00	24	14,640.00			12	7,320.00			12	7,320.00
	TOTAL EVERY QTR.						-		151,192.70				143,372.70