



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BAGUIO CITY DISTRICT ENGINEERING OFFICE
Engineer's Hill, Baguio City, Cordillera Administrative Region



Name of Procuring Entity: **DPWH-BCDEO**

Revised on: May 24, 2004

Standard Form Title:

Request for Quotation No: 24-04-015

Date : April 1, 2024

Office/End User :

REQUEST FOR QUOTATION (Small Value Procurement)

COMPANY NAME: _____

ADDRESS: _____

Tel.No./Fax 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 later than 10:A.M. on **April 5, 2024** in the return envelope attached herewith to the BAC Office DPWH-BCDEO, Engineers Hill, Baguio City

TERMS and CONDITIONS

1. All entries must be typewritten or legibly written
2. Delivery period within period covered, upon receipt of 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
4. Price validity shall be for a period of sixty (60) calendar days
5. **PhilGEPS Registration Certificate; BIR Certificate of Registration; Omnibus Sworn Statement & shall be submitted with the quotation.**
6. Bidders shall submit brochures of the product/s if Applicable
7. Indicate the brand of the product/s offered.
8. The approved budget ceiling for this procurement is **Php46,360.00**
9. The DPWH Baguio City District Engineering Office reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

GIL L. NUQUE
Chief Quality Assurance
BAC Chairman

ITEM NO.	ITEM AND DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Collared Shirt with print logo	45.00	pcs		
2	Colored Envelope (Expanding)	5.00	box		
3	Ballpens (Assorted Black, Blue, Etc.)	65.00	pcs		
4	Steno Notebook	45.00	pcs		
5	Folder A4	1.00	ream		
6	Pencil	50.00	pcs		
7	Cartolina	20.00	pcs		
8	Manila Paper	8.00	pack		
9	Permanent Markers	50.00	pcs		
10	Yellow Padpaper	45.00	pad		
11	Bond Paper A4	2.00	ream		
12	Scissors	10.00	pair		
13	Colored Paper	25.00	pack		
	Procurement of Supplies for the conduct of the Division Level Operations Planning Statistics Division, Planning Service at the DPWH - National Training Center, Cabinet Hill, Baguio City				
	Contract ID Number: 24GPD15				
	Note: The Awarding for this RFQ is by lot basis Prospective Supplier must quote for all the items otherwise they will be subjected for disqualification				

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.

Telefax: 442-8195/4576
c/o Tedler H. Depaynos, Jr.
Head BAC Secretariat

Printed Name / Signature

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