



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CENTRAL OFFICE
Manila



Name of Procuring Entity :	Request for Quotation (P.R. No.):	2025-03-065C
Revised on:	Date: June 10, 2025	ABC: Php 55,307.09
Standard Form/Title: REQUEST FOR QUOTATION	Office/End-User:	Office of the Director-HRAS, Bureau of Equipment
Mode of Procurement: Shopping (Section 52.1(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 June 25, 2025.

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 **20 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 **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. To establish financial capability, bidders may attach/include in its quotation a Committed Line of Credit (CLC) equivalent to 10% of the ABC, from a commercial or Universal Bank.
7. For Small Value Procurement, Income and Business Tax Return shall be attached, (for ABCs above Php 500,000.00)
8. For Small Value Procurement with ABC above Php50,000.00, Omnibus Sworn statement shall be attached and submitted.
9. Bidders must quote for all of the items and shall submit a proposal on each item and evaluation and award of contract will be undertaken on a lump sum basis.
10. 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.
11. 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.
12. The brand and model for each item/s being offered must be indicated.
13. Bids may be submitted: (a) in-person at the Goods and Services Division, Procurement Service, or (b) through electronic mail addressed to: bacg_co@dpwh.gov.ph (documents must be scanned clearly in one (1) PDF file, including attachments, if any.)

MEDMIR G. MALIG
Assistant Secretary for Technical Services
and Information Management Service
Chairperson, BAC for Goods
S.O No. 48, Series of 2025

Item No.	ITEMS and DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
OFFICE EQUIPMENT					
Lot A 2025-03-065 (Office of the Director, HRAS)					
1	Digital Voice Recorder Easy HD Recording of Lecture and meetings with double microphone, noise reduction audio, 8GB memory storage capacity, hardware interface: USB	2	unit		
2	Paper Shredder Technical Specifications Shred Type: Micro-cut Sheet Capacity: Up to 8 sheets (70gsm) Shred Size: 2x15mm (approximately) Feed width: 350mm (13.8 inches) Bin Capacity: 22 Liters Weight: 12.50 kg	1	unit		
Subtotal (Php)					

	Lot B 2025-06-234 (Bureau of Equipment)				
1	Heavy Duty Paper Cutter * Product Detail: Movable File, Blade Spliny, Pressing Handle, Cutter Handle, Cutter Lock * Material: Steel * Max Cutting Width: 12 inches * Cutting Paper Type: A4, B5, A5, B6, B7 Paper	1	pc		
2	Laminating Machine * Heavy Duty A3 Laminator 12.5' 4 rollers * Wide feeding slot for easier use *Max width 320mm max thickness 1mm * Reverse/Forward Function * Speed: 490mm/mins *Laminate up to 250 microns * Pre heating time 4-5minutes	1	pc		
	Subtotal (Php)				
	TOTAL AMOUNT (Php)				
	Please specify total amount in words (Php)				

Please specify brand names & model, if applicable.

• Brand Name & 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.

Tel. Nos. 5304-3530/5304-3188/5304-3208

Signature Over Printer Name/Date

Email Address: bacg_co@dpwh.gov.ph

12.1.3 ABC/MPOA

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