



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
DAVAO CITY DISTRICT ENGINEERING OFFICE
L. Ma. Guerrero St., Davao City



Name of Procuring Entity: DPWH-DCDEO, DAVAO CITY RFQ No. & Date: 05-061-2025 (25GLB63) 6/20/25
Revised on: _____ PR No. & Date: 05-061-2025 6/10/25
Standard Form/Title: REQUEST FOR QUOTATION Office/End-user : ADMINISTRATIVE SECTION
(Small Value Procurement) DPWH-DCDEO

COMPANY NAME : _____
ADDRESS : _____
TEL. NO./FAX No. : _____ **TIN No.** _____

TERMS AND CONDITIONS :

1. All entries must be typewritten or legibly written.
2. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
3. Delivery period within 30 CD 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.
4. 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.
5. Price validity shall be for a period of one hundred twenty (120) calendar days.
6. **PhilGEPS Registration Certificate, Mayor's Permit (must be certified true copy), DTI or SEC or CDA for Cooperatives, Tax Clearance, ITR, Authority of Signing Officials (Specific to Contract) and Omnibus Sworn Statement (Specific to Contract)** shall be attached upon submission of the quotation and every page of the document must be signed.
7. **Bidders shall submit original brochures of the product if applicable.**
8. **Please indicate the brand for each items being offered.**
9. The approved budget ceiling for this procurement is Php 491,411.76.

Please quote your lowest price on the item(s) listed below, the Terms and Conditions stated and submit your duly signed quotation personally or thru your authorized representative (submitted thru courier/fax will not be accepted) not later than 10:00 A.M. of June 26, 2025 to the BAC Secretariat for Goods, L. Ma. Guerrero St., Davao City.

MA. GLORIA G. SORRERA
Chairperson, BAC

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Data File Folder with Finger Ring (A4 Blue)	1000.00	pcs		
	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X				
	<i>The awarding for this RFQ will be on a lump-sum basis, Prospective Suppliers must quote for all of the items, Otherwise they will be subjected for disqualification.</i>				
	<i>Please specify total amount in words.</i>				

NOTE: Purchase of Office Supplies for the use in the Finance Section for the 2nd Semester of 2025

AMOUNT IN WORDS:	
TOTAL:	

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 of Period, Warranty and Price Validity are left blank, it means that I concur with the terms and Conditions specified by DPWH.

Telephone No.: 226-4775 (BAC Secretariat)

Printed Name / Signature / Designation

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