



REQUEST FOR QUOTATION FOR NEGOTIATED PROCUREMENT UNDER SMALL VALUE PROCUREMENT

The Department of Public Works and Highways, Camarines Norte District Engineering Office, through its Bids and Awards Committee (BAC), invites eligible suppliers to submit REQUEST FOR QUOTATION for this contract to wit:

PR Number : 2024-06-053
Contract Name : **Purchase of Office Supplies to be used by Various Section, DPWH-CNDEO**
Brief Description : Advertisement
Approved Budget for the Contract (ABC) : Php **999,780.00**
Tender Documents : N/A
Source of Fund : EAO FY 2024
Duration : 30 Calendar Days

The BAC will conduct Alternative Mode of procurement through Negotiated Procurement under **SMALL VALUE PROCUREMENT**, Rule XVI, section 53.9 of the IRR of RA 9184 in accordance with the BAC Resolution No. **CN-G-2024-06-024** dated **June 27, 2024**, duly approved by the HOPE.

To be eligible to bid for this contract, a contractor must meet the following major requirements: (a) Duly licensed Filipino citizen/sole proprietorship (b) Partnerships duly organized under the laws of the Philippines and which at least sixty percent (60%) of the interest belongs to citizen of the Philippines; (c) Corporation duly organized under the Philippines, and which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines.

The prospective bidder must submit Mayor's/Business Permit; PhilGEPS Registration Certificate; Income/Business Tax Return for ABC's above Php 500,000.00 and; Omnibus Sworn Statement for ABC's above P50,000.00.

Per GPPB Resolution No. 15-2021, prospective bidders are required to upload and maintain current the following eligibility documents in the PhilGEPS:

- a. Registration Certification (SEC/DTI Registration)
- b. Mayor's/Business permit or its Equivalent Documents
- c. Tax Clearance
- d. PCAB License and Registration for Infrastructure Projects; and
- e. Audited Financial Statements

Any expired document among the afore-cited eligibility documents shall render the PhilGEPS Platinum Registration Certificate as automatically suspended and its validity shall resume only once the said expired document is already updated with the PhilGEPS.

For recently expired Mayor's Permit, the recently expired Mayor's Permit together with official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the LGU shall be accepted by the PhilGEPS for the purpose of updating the PhilGEPS Certificate of Platinum Registration and Membership.

The BAC will request all invited/interested bidders on **July 5, 2024**, until 10:00am, to submit the best offer based on the technical and financial requirements.

The schedule of key procurement activities for this Contract is shown below:

Activity	Time	Place
1. Posting to submit Request for Quotation (RFQ)	June 28, 2024	a) www.PhilGEPS.gov.ph b) www.dpwh.gov.ph c) DPWH, Bulletin Board
2. Receipt and submission of Quotation (RFQ) and the conduct of Negotiation	10:00AM, July 5, 2024	BAC/Procuring Office, DPWH-CNDEO, Daet, Camarines Norte

The Department of Public Works and Highways, Camarines Norte District Engineering Office reserves the right to accept or reject any of the submitted Quotation and to annul the procurement process any time before Contract award, without incurring any liability to the affected bidder/s, in accordance with the provisions of Section 41 of RA 9184 and its IRR.

Any request for additional information concerning this bidding shall be directed to the following:

ROMEO B. MESOGA

BAC Chairperson
DPWH, Camarines Norte District Engineering Office
Daet Camarines Norte
Tel. Number: (054) 571-2203
Email: dpwh.cndeo@hotmail.com

ROSHELLE J. VILLAMOR

Procurement Engineer/Head-BAC Secretariat
DPWH, Camarines Norte District Engineering Office
Daet Camarines Norte
Tel. Number: (054) 571-2203
Email: dpwh.cndeo@hotmail.com

APPROVED BY:

SGD

ROMEO B. MESOGA

Chief, Construction Section
BAC Chairperson

NOTED:

SGD

EDWIN A. BERMAL

District Engineer





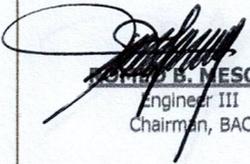
Republic of the Philippines
 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CAMARINES NORTE DISTRICT ENGINEERING OFFICE
 Daet, Camarines Norte, Region V

Name of Procuring Entity: Request for Quotation (P.R.No.) : **2024-06-053**
 Revised on: Date : **June 25, 2024**
 Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User : **DPWH-CNDEO ADMIN. SECTION**
COMPANY NAME :
ADDRESS :
TEL. NO./FAX No. : **TIN** :

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 _____ of _____ in the return envelope attached herewith, to the BAC Secretariat for DPWH, Camarines Norte District Engineering Office.

TERMS and CONDITIONS :

- All entries must be typewritten or legibly written.
- Delivery period within **Thirty (30) days** upon receipt of the approved funded Purchased Order (P.O.) Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
- 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.
- Price validity shall be for a period of sixty (60) calendar days.
- G-EPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation.
- Bidders shall submit original brochures showing certifications of the product if applicable
- Please indicate the brand for each items being offered. (if applicable)
- The approved budget ceiling for this procurement is **P 999,780.00**


JOSEPH B. MESOGA
 Engineer III
 Chairman, BAC

ITEM NO.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Arch File/ Ring Binder, A4 size, 3"	400	pc		
2	Book Paper, A4 size, substance 20	650	rm		
3	Carbon Paper, Black	6	box		
4	Colored Marker/Highlighter (Stabilo)	50	pc		
5	Clear Book Refill, A4	100	pack		
6	Colored Paper, Mint Green (for DoTS use)	20	rm		
7	Correction Tape	50	pc		
8	Double Adhesive Tape, 1"	80	roll		
9	Fastener, Long, 70mm x 8½ inch	30	box		
10	Folder, Expandable, Long (Blue)	60	pc		
11	Flash Drive, 16GB	15	pc		
12	Glue	50	pc		
13	Index Card, ½	12	pack		
14	Permanent Marker, Black	36	pc		
15	Philippine Flag	16	pc		
16	Puncher	12	pc		
17	Record Book, 500pp	120	pc		
18	Stapler with Remover	12	pc		
19	Stamp Pad, #2	12	pc		
20	Stamp Pad Ink, 950ml	6	pc		
21	Toner for Copier Machine, KYOCERA, Colored	6	pc		
22	Maintenance Box, EPSON A3+ Eco Tank L15150	6	pc		
23	Ink Refill, Brother BTD60, Black	20	pc		
24	Ink Refill, Brother BT500, Colored (C,M,Y)	60	pc		
25	Ink Refill, EPSON 001, Cyan	10	pc		
26	Ink Refill, EPSON 001, Magenta	10	pc		
27	Ink Refill, EPSON 001, Yellow	10	pc		
28	Ink Refill, EPSON 008, Black	30	pc		
29	Ink Refill, EPSON 008, Cyan	30	pc		
30	Ink Refill, EPSON 008, Magenta	30	pc		
31	Ink Refill, EPSON 008, Yellow	30	pc		
32	Ink Refill, EPSON 6642, Cyan	10	pc		
33	Ink Refill, EPSON 6643, Magenta	10	pc		
34	Ink Refill, EPSON 6644, Yellow	10	pc		
35	Toner for HP Laserjet, 87A	4	pc		
36	Toner for HP Laserjet, 76A	6	pc		
37	Toner for HP Laserjet, 26A, Black	3	pc		
38	Toner for Copier, DEVELOP, TN228K, Black	5	pc		
39	Toner for Copier, DEVELOP, TN228Y, Yellow	2	pc		
40	Toner for Copier, DEVELOP, TN228M, Magenta	2	pc		
41	Toner for Copier, DEVELOP, TN228C, Cyan	2	pc		
-X-X-X-					

PURPOSE : Purchase of Office Supplies to be used by Various Sections, DPWH CNDEO

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 noted 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. No. 4400314
 5712203

Printed Name / Signature / Date

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