



## **REQUEST FOR QUOTATION FOR NEGOTIATED PROCUREMENT UNDER SMALL VALUE PROCUREMENT (Re-Advertisement)**

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 : 2025-07-063  
Contract Name : **Purchase of Maintenance Office Supplies and Equipments, DPWH-CNDEO, Daet, Camarines Norte**  
Brief Description : Office Supplies and Equipment  
Approved Budget for the Contract (ABC) : Php **349,000.00**  
Tender Documents : N/A  
Source of Fund : Maintenance (SR2025-05-016430:200000100017000)  
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-2025-08-046** dated **August 5, 2025**, 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 **August 14, 2025**, 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)	<b>August 7, 2025</b>	a) <a href="http://www.PhilGEPS.gov.ph">www.PhilGEPS.gov.ph</a> b) <a href="http://www.dpwh.gov.ph">www.dpwh.gov.ph</a> c) DPWH, Bulletin Board
2. Receipt and submission of Quotation (RFQ) and the conduct of Negotiation	<b>10:00AM, August 14, 2025</b>	<b>BAC/Procuring Office, DPWH-CNDEO, Daet, Camarines Norte</b>

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:

**HELEN O. ASINAS**

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**

**HELEN O. ASINAS**

BAC Chairperson

NOTED:

**SGD**

**EDWIN A. BERMAL**

District Engineer




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

Name of Procuring Entity:		Request for Quotation (P.R.No.) : <b>2025-07-063</b>	
Revised on:		Date : <b>July 3, 2025</b>	
Standard Form/Title	: <b>REQUEST FOR QUOTATION</b>	Office/End-User	:
<b>COMPANY NAME</b> :			
<b>ADDRESS</b> :			
<b>TEL. NO./FAX No.</b> :		<b>TIN</b> :	

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 :**

1. All entries must be typewritten or legibly written.
2. Delivery period within 30 Calendar 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.
3. 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.
4. Price validity shall be for a period of sixty (60) calendar days.
5. G-EPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product if applicable
7. Please indicate the brand for each items being offered. (if applicable)
8. The approved budget ceiling for this procurement is **P 349,000.00.**

  
**HELEN O. ASISNAS**  
Assistant District Engineer  
Chairman, BAC

ITEM NO.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Binder Clip - 19mm (1 dozen)	20	box		
2	Binder Clip - 25mm (1 dozen)	20	box		
3	Binder Clip - 32mm (1 dozen)	20	box		
4	Binder Clip - 41mm (1 dozen)	20	box		
5	Binder Clip - 51mm (1 dozen)	20	box		
6	Tacker Wire (0.7mm x 11.3mm x 4-14mm)	100	box		
7	Double Sided Tape 1"	25	roll		
8	Double Sided Tape 1/2"	25	roll		
9	Blue Folder (Long - 10s)	20	pack		
10	Maintenance Box for Epson L1455 (T6711)	5	set		
11	Maintenance Box for Epson L15150 (C9345)	3	set		
12	White Board 60cm x 45 cm (Printed DO 47 S2024 Standard Label)	45	pc.		
13	Stamp Pad (97mm x 142mm - Blue ink)	5	pc.		
14	Stamp Pad Ink - Blue (50ml)	10	pc.		
15	Retractable Heavy Duty Cutter	5	pc.		
16	Long Arm Heavy Duty Metal Type Stapler (420 sheets binding capacity)	1	unit		
17	Staple Wire 23/13 (1000 staples)	20	box		
18	Staple Wire 23/23 (1000 staples)	20	box		
19	DEVELOP Ineo+ 226i Toner (Genuine) Black TN228K	6	unit		
20	Desktop Monitor	4	unit		

**General**

Display Size (in.): 24"  
Resolution: 1920 x 1080  
Resolution Type: FHD (Full HD)

Light Source: LED	
<i>Miscellaneous</i>	
<i>Brand and Model</i>	Must be an International Brand Name with existence of at least ten (10) years in the Philippines. Unit model must be in current catalog and not end-of-life. Manufacturer's certificate is required.
<i>Other Inclusions</i>	The Supplier shall provide the necessary equipment accessories, cables, and/or power adapters.
<i>Documentation and Media</i>	The equipment shall be supplied with the standard manufacturer's documentation, on any electronic storage media and hard copy version where is available.
<i>Warranty, Maintenance and Technical Support</i>	
<i>Warranty and Maintenance</i>	The Supplier is required to provide a three (3) year warranty for parts and onsite labor from the date of the Inspection and Acceptance Report (IAR).
<i>Technical Support</i>	The local technical support through telephone and email, 8 hours per day (8:00am - 5:00pm), 5 days a week (Monday - Friday) for problem resolution. Support shall have a response time of next business day.
21	UPS (for Workstation) 5 unit
<i>Purpose : Continuous power supply and data loss prevention</i>	
<i>General</i>	
<i>Power Ratings</i>	2000VA 230V - Input/Output Voltage 5 minutes back-up power at half load 8 hours recharge time
<i>IO Ports</i>	USB, RJ45 / RJ11
<i>Outlets</i>	2 power output / connectors
<i>Features</i>	Built-in Automatic Voltage Regulator (AVR), Data Line Protection, Automatic Self Test (built-in), Alarms (On battery, low battery, replacement battery, and overload)
<i>Miscellaneous</i>	
<i>Brand and Model</i>	Must be an International Brand Name with existence of at least ten (10) years in the Philippines. Unit model must be in current catalog and not end-of-life. Manufacturer's certificate is required.
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<b>PURPOSE : Purchase of Maintenance Office Supplies and Equipments</b>	
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	