



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
LAGUNA 2ND DISTRICT ENGINEERING OFFICE
Los Baños, Laguna, Region IV-A



Name of Procuring Entity: DPWH-LAGUNA 2ND DEO	Request for Quotation (PR No.) : 2024-10-091
Revised on:	Date: October 21, 2024
Standard Form/Title: REQUEST FOR QUOTATION	Office/End-user: Administrative 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 **9:00 A.M. of November 5, 2024** in the return envelope attached herewith.

TERMS AND CONDITIONS:

- 1 All entries must be typewritten or legibly written.
- 2 Delivery period within **Thirty (30)** calendar days upon receipt of the approved funded Purchase Order (P.O.) administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall imposed for non-delivery without valid reason.
- 3 Warranty shall be for a minimum of three (3) months for supplies and materials; one (1) year for Equipment; three (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/Mayor's Permit/Tax Clearance/DTI/SEC** shall be attached upon submission of the quotation.
- 6 Bidders shall submit original brochures of the product.
- 7 Indicate the brand for each Items being offered.
- 8 RFQ can be submitted in person or thru registered mails, facsimile or authorized email.
- 9 The approved budget ceiling for this procurement is **P 991,700.00**


DWIGHT JOHN B. ASTOM
BAC Chairperson

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
0340	Blue Folder Lever Arch File, with Ring Binder at the Side, Metal Finger Pul and with DPWH Logo Logo, A4 size	1000	pcs		
0624	Mylar 24 x 20 yards 3 100 microns	135	roll		
AMOUNT IN WORDS:				Total Amount	

Purpose: **Furnishing and Delivery of Office Supplies (Blue Folder & Mylar) (4th Quarter) to be used at DPWH Laguna 2nd District Engineering Office, Brgy. Bambang, Los Baños, Laguna**

Delivery Period: _____ Warranty: _____
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 No & Telefax No. : (049)557 2315

Printed Name/ Signature/ Date

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



Website: www.dpwh.gov.ph
Tel. No(s): (049) 557 2315

