



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**Region III**  
**OFFICE OF THE REGIONAL DIRECTOR**  
Sindalan, City of San Fernando, Pampanga



February 23, 2024

**NOTICE OF PROCUREMENT  
THRU ALTERNATIVE METHODS**

Please be informed that the Department of Public Works and Highways, Regional Office No. III, Sindalan, City of San Fernando, Pampanga through the Bids and Awards Committee (BAC) shall be undertaking thru ***Shopping*** the hereunder project, pursuant to Section 52.1 (b) of the Revised IRR of RA 9184, to wit:

| Purchase Request No.                | Description  | Amount         |
|-------------------------------------|--|----------------|
| 2024-02-0017 dated February 2, 2024 | Supply and Delivery of Office and Janitorial Supplies for use in the DPWH Regional Office No. III, Sindalan, City of San Fernando, Pampanga. | PHP 993,799.44 |

**ARTHUR Q. SANTOS**  
Chief, Planning and Design Division  
(BAC-Chairman)



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Department of Public Works and Highways  
Region III  
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Name of Procuring Entity: DPWH Regional Office No. III Request for Quotation (P.R. No.): 2024-02-0017  
Revised on: N/A Date: February 2, 2024 ABC: PHP 993,799.44  
Standard Form/Title: REQUEST FOR QUOTATION Office/End-User: Regional Office

Mode of Procurement : Shopping (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 Bidding Room, Procurement Unit, 2nd Floor, DPWH Regional Office No. III Bldg., Sindalan, City of San Fernando, Pampanga, or thru registered mail, not later than 10:00 A.M. of **February 27, 2024**. Quotation may be submitted open or sealed and should be duly signed by the firm's owner or authorized representative to the terms and condition, hereof.

**TERMS AND CONDITIONS:**

- All entries must be typewritten or legibly written.
- Delivery period within Thirty (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.
- Warranty shall be for a minimum of three (3) months for Inventory/Common Office Supplies and one (1) year for Office Equipment from the date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- PhilGEPS Registration Certificate and/or PhilGEPS Registration Number, Mayor's/Business Permit shall be attached upon submission of the quotation.
- Bidders must quote for all the items. 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.
- Please indicate the brand for each items being offered. (If applicable)
- To present a sample for inspection as indicated in the items to be bid for. (if applicable)
- 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.

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| Item No. | ITEMS and DESCRIPTION  | QTY. | UNIT | UNIT PRICE | TOTAL PRICE |
|----------|--|------|------|------------|-------------|
|          | <b>Supply and Delivery of Office and Janitorial Supplies for use in the DPWH Regional Office No. III, Sindalan, City of San Fernando, Pampanga</b>   |      |      |            |             |
| 1        | BALLPEN, stick, blue fine tip  | 200  | pcs  |            |             |
| 2        | BALLPEN, stick, black fine tip   | 900  | pcs  |            |             |
| 3        | CUSTOMIZED BINDER, A4 size, hard cover and cover with thickness of 2.5mm or more, PVC royal blue cover and white plyleaf inside with 7" x 3" lever-arch mechanism with rodolock, ring pocket and three-color-logo on spine expansion of with atleast 75mm with white background    | 280  | pcs  |            |             |
| 4        | CUSTOMIZED BINDER, Legal size, hard cover and cover with thickness of 2.5mm or more, PVC royal blue cover and white plyleaf inside with 7" x 3" lever-arch mechanism with rodolock, ring pocket and three-color-logo on spine expansion of with atleast 75mm with white background | 200  | pcs  |            |             |
| 5        | ID Holder with lace  | 400  | pcs  |            |             |
| 6        | FASTENER, Metal, HD  | 80   | box  |            |             |
| 7        | FASTENER, Metal, Extra Long 6"   | 80   | box  |            |             |
| 8        | FLASH DRIVE, 32 GB capacity  | 60   | pcs  |            |             |
| 9        | MANILA PAPER   | 200  | pcs  |            |             |
| 10       | MARKER, whiteboard, black, felt tip, bullet type   | 5    | box  |            |             |
| 11       | MARKER, whiteboard, blue, felt tip, bullet type  | 5    | box  |            |             |
| 12       | MARKER, whiteboard, red, felt tip, bullet type   | 5    | box  |            |             |
| 13       | MARKER, permanent, bullet type, black, 12pcs/box   | 5    | box  |            |             |
| 14       | MARKER, permanent, bullet type, red, 12pcs/box   | 5    | box  |            |             |
| 15       | MOUSE, wireless, bluetooth   | 10   | pcs  |            |             |
| 16       | PAPER, MULTICOPY, 80gsm, size: A4  | 900  | ream |            |             |
| 17       | PAPER, MULTICOPY, 80gsm, size: short   | 50   | ream |            |             |
| 18       | PAPER, specialty, short, pale cream, 10pcs/pack  | 100  | pack |            |             |
| 19       | PAPER, sticker, a4, 10pcs/pack   | 50   | pack |            |             |

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 speceified by DPWH.

Brand and Model: \_\_\_\_\_  
Delivery Period: \_\_\_\_\_

Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

Printed Name / Signature / Date

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

Tel Nos. 045-455-0566

AYED/BD/ENGL





Page 2 of 2