



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 **10:00 A.M.** on 30 APR 2024 in the return envelope attached herewith, to the **Procurement Unit, DPWH Sorsogon 1st DEO, Guinlaon, Sorsogon City.**

1. All entries must be typewritten or legibly written.
2. Delivery period within **as per Request** upon receipt of the approved funded Purchase Order (P.O).
3. 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 for IT Equipment** from date of acceptance by the end-user.
5. Price validity shall be for a period of **sixty (60) calendar days**.
6. For all Supplier, the two (2) envelope system will be followed.

-The first envelope shall contain the following eligibility document/s.

**PhilGEPS Registration Certificate (Platinum), Mayor's Permit, DTI/SEC Registration, Tax Clearance including Income/Business Tax Return, Certificate of Registration, and Omnibus Sworn Statement (not applicable for ABC < Php 50,000.00 shall be attached upon submission of the quotation.**

-The second envelope which contain the quotation shall only be opened after the first envelope is declared complying

6. The approved budget ceiling for this procurement is **P 194,400.00**
7. Quotation may be submitted in person at Procurement Unit, DPWH Sorsogon 1st DEO, Guinlajan, Sorsogon City or thru electronic mail/facsimile.

Brand and Model	:	_____	Warranty	:	_____
Delivery Period	:	_____	Price Validity	:	_____

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

# CHECKLIST FOR GOOD'S

(Mode of Procurement: SMALL VALUE PROCUREMENT)

**Attachment :**

1. DTI Business Name/SEC Registration of Supplier
2. TAX Clearance & Monthly Payment of Taxes including Income/Business Tax Return
3. Certificate of PHILGEPS Registration<sup>0</sup>
4. Latest/Updated Mayor's/Business Permit
5. Certificate of Registration (COR)
6. Omnibus Sworn Statement (Revised per GPPB Resolution No. 16-2020)
7. Bidders shall submit original brochures showing certifications of the product (if applicable)
8. Special Power of Attorney of Liaison and Valid Identification Card (if applicable)

**Note:** Please indicate the brand for each items being offered (if applicable)

---

Supplier's Signature