



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.) : 2024-07-054	
Revised on:		Date: July 8, 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 July 12, 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 **P949,250.00**


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 pull and with DPWH Logo, A4 size	2000	toner		
0362	A3 (70 gsm)	250	toner		
AMOUNT IN WORDS:					

Purpose: **Furnishing and delivery of Office Supplies (Blue Folder & A3) 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) 310 9466



ISO 9001