

Name of Procuring Entity : DPWH-Sorsogon 1st DEO	Request for Quotation (P.R. No.) : 2024-10-0104
Revised on :	Date: 10/3/24
Standard Form/Title : REQUEST FOR QUOTATION	Office/End-User: DPWH Sorsogon 1st DEO

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 of later than 10:00 A.M. of 11 OCT 2024 in the return envelope attached herewith, to the Procurement Unit, DPWH Sorsogon 1st DEO, Guinlajan, Sorsogon City.

1. All entries must be typewritten or legibly written.
2. Delivery period within Thirty (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;
3 years for IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. 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 Business Tax Return, Certificate of registration, original brochures showing certifications of the product (if a omnibus sworn statement (n/a for ABC < 50,000.00)
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 100,700.00
9. Please specify brand name otherwise, bids will not be accepted.
10. Quotation thru electronic mail/fax will not be accepted.

ITEM NO.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Wall MTD Air-condition Inverter Split Type 2.5 HP <i>Note: Authentic and Genuine product, must be premium and high Quality : Including Installation of unit. Three (3) years warranty on PC board under normal condition and 5 years warranty on compressor</i>	1	unit		
2	Paper Cutter, heavy duty metal base (A3)	1	unit		
3	Paper Shredder, automatic, 16-sheet capacity	1	unit		
4	Laminating Machine (can laminate up to A3 size)	1	unit		
5	Wall Clock, luminous, 12"	2	pcs		
6	Stand Fan, 16"	2	unit		
	Purpose: For use at DPWH - Sorsogon 1st DEO, Guinlajon Sorsogon City. (4th Quarter, 2024)				
		TOTAL -----			
		Amount in Words:			

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

After having carefully read and accepted your General Conditions, I/We quote you o the item(s) at prices not 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.

Printed Name/Signature/Date

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
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