

Republic of the Philippines  
Department of Public Works and Highways  
Sorsogon 1<sup>st</sup> District Engineering Office  
Guinlajan, Sorsogon City

Name of Procuring Entity : DPWH-Sorsogon 1st DEO	Request for Quotation (P.R. No.): 2024-10-0117
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Date: 10/10/24

Office/End-User: DPWH Sorsogon 1st DEO

COMPANY NAME :	
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ADDRESS :	
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TEL. NO./FAX NO. :	
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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. of 08 Nov 2023** in the return envelope attached herewith, to the Procurement Unit, DPWH Sorsogon 1st DEO, Guinlajan, Sorsogon City.

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 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 Income/ Business Tax Return, Certificate of registration, original brochures showing certifications of the product (if applicable), 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 p400,000.00

9. Please specify brand name otherwise, bids will not be accepted.

10. Quotation thru electronic mail/fax will not be accepted.

OIC-Assistant District Engineer  
BAC-Chairman

ITEM NO.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Improvement of Contract Management Unit <i>(including installation of office partitions tables and cabinets at Construction Section)</i>	1	lot		
2	Office Partition and Cubicle <i>(including installation at Procurement Unit)</i>	1	lot		
	Purpose: For use at DPWH Sorsogon 1st DEO (4th Quarter, 2024), this District DPWH Sorsogon 1st DEO, Guinlajon Sorsogon City.				
		TOTAL -----			
		Amount in Words:			

Warranty :

*Price Validity* :

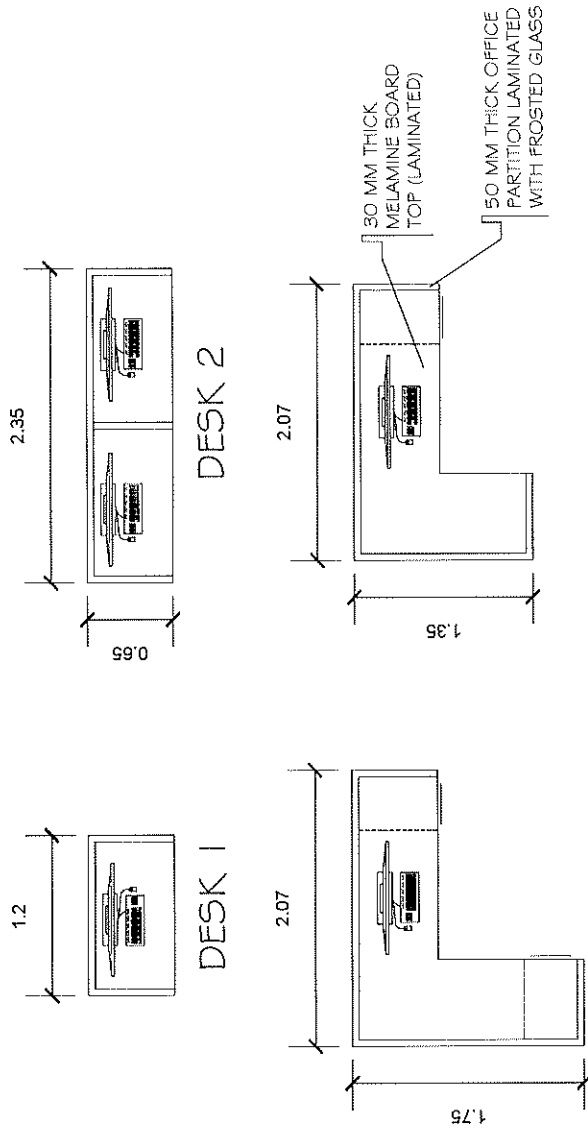
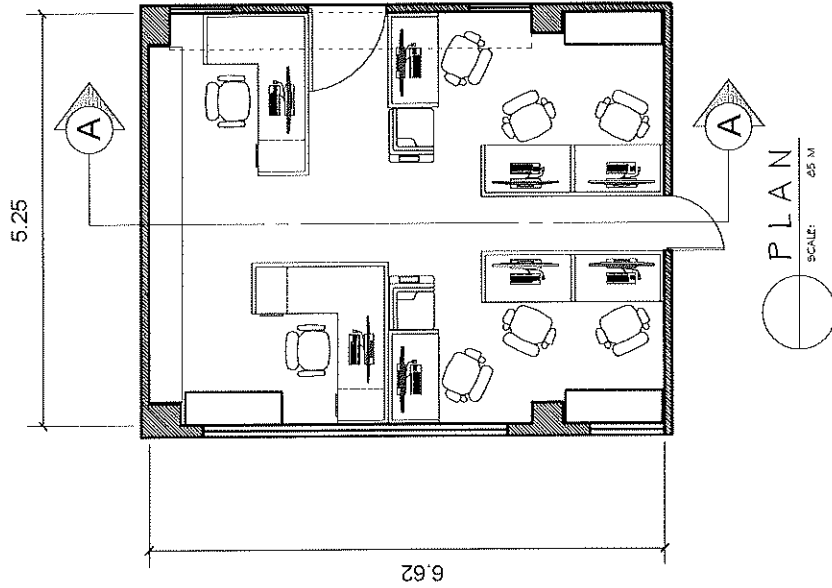
After we have carefully read and accepted your General Conditions, I/We quote you on the item(s) at prices not above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.

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*Printed Name/Signature/Date*

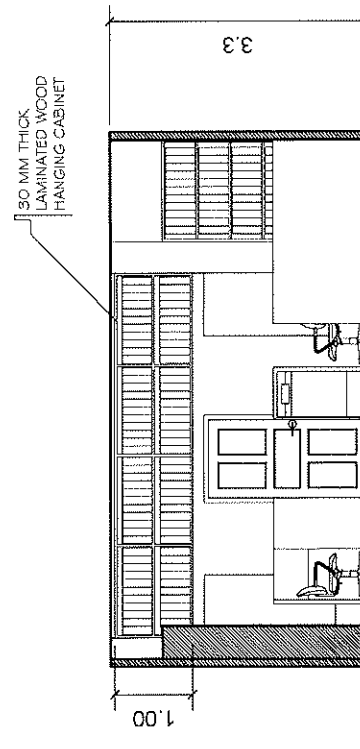
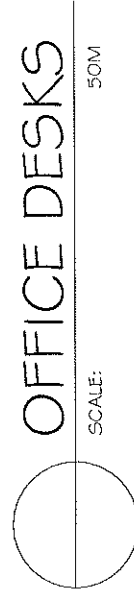
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*Tel. No. / Cellphone No. / E-mail Address*



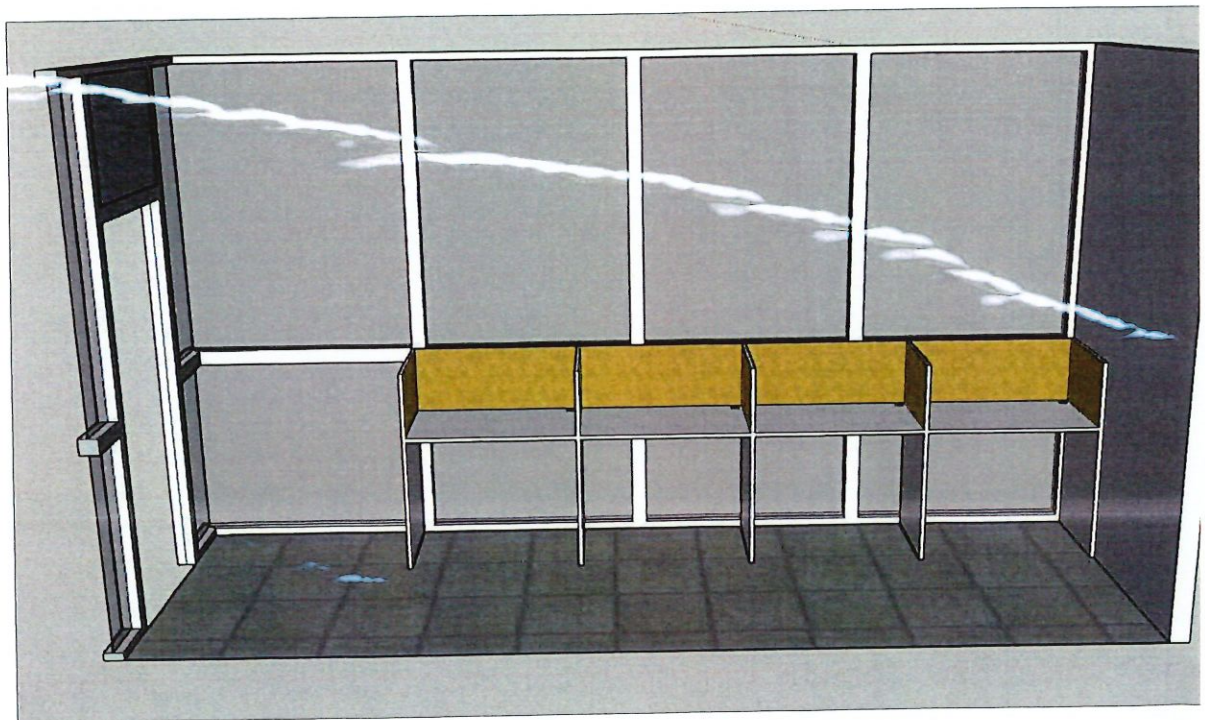
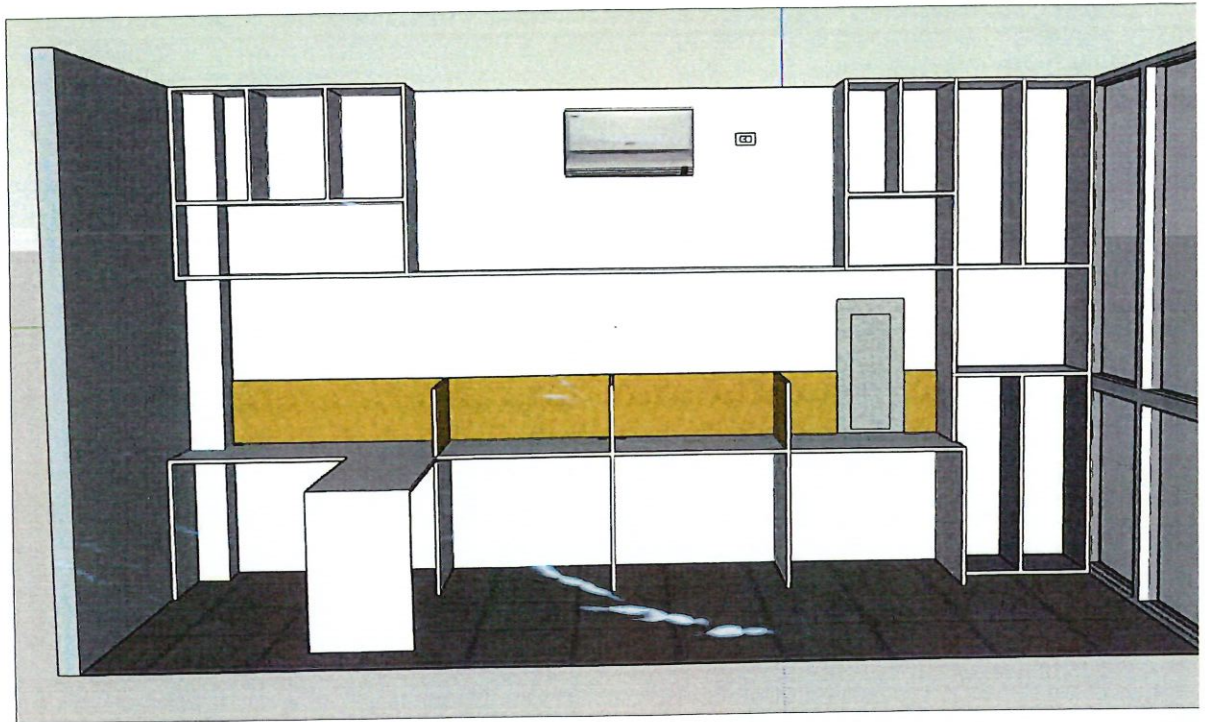
DESK 3

DESK 4



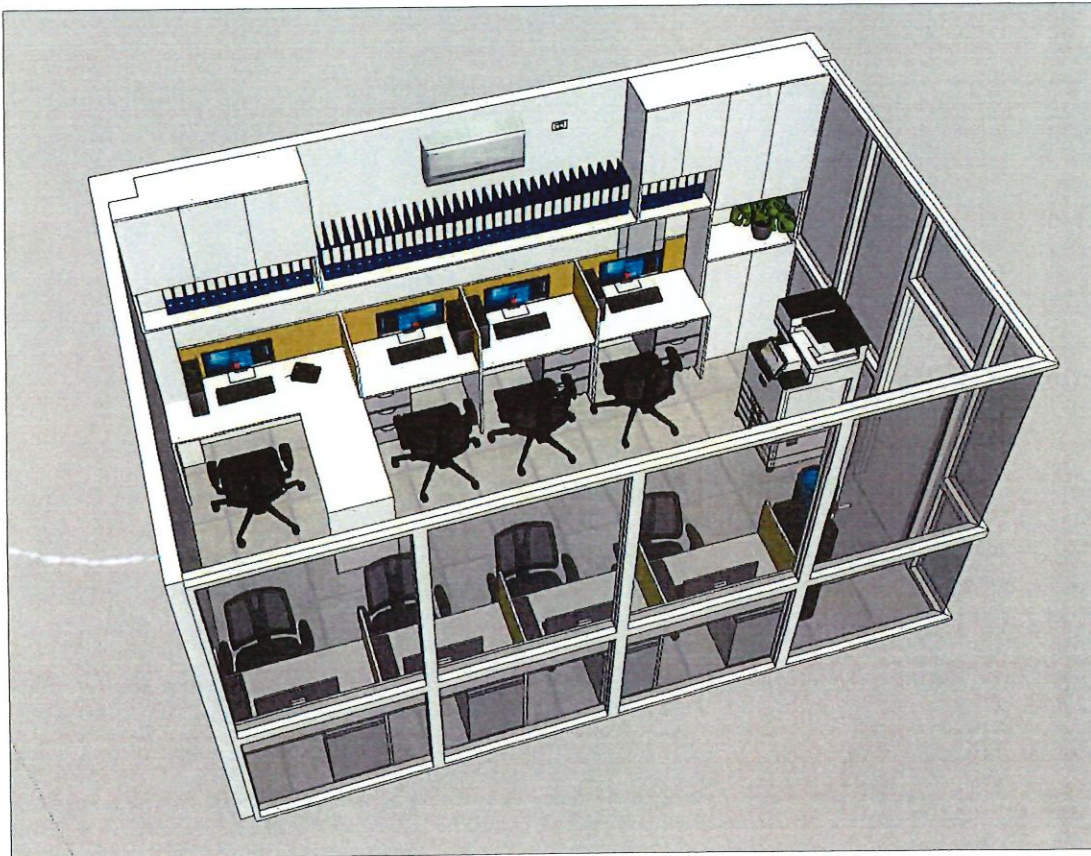
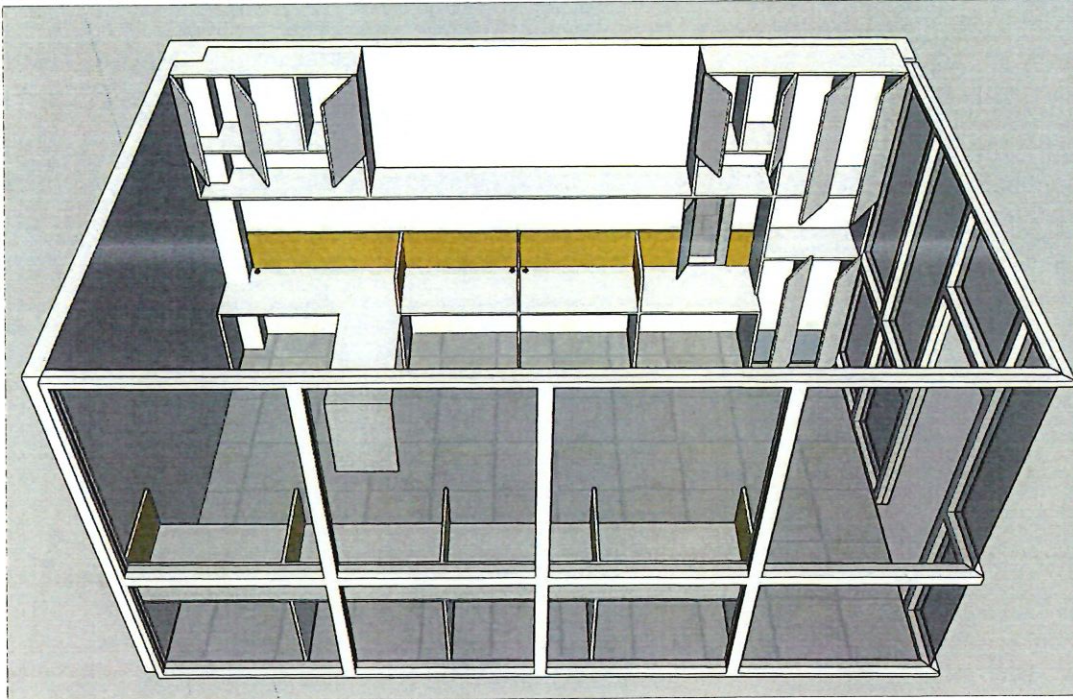
SECTION THRU A-A

SCALE: 65 M



P E R S P E C T I V E





# 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)

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Supplier's Signature