



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 **MARCH 11, 2025** 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 **Thirty days (30)** 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.
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, Omnibus Sworn Statement (not applicable for ABC<Php 50,000.00) and original brochures showing certifications of the product (if applicable)** 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. Bidders shall **submit original brochures (if applicable)** of the product .
7. Please Indicate the **brand for each item** being offered.
8. The approved budget ceiling for this procurement is **P 724,400.00**
9. Please **specify brand name** otherwise, bids will not be accepted.
10. **Quotation thru electronic mail/fax will not be accepted.**

[illegible]

*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. / Cellphone No. / E-mail Address

# CHECKLIST FOR GOOD'S

(Mode of Procurement: SMALL VALUE PROCUREMENT)

**Attachment :**

**A. Eligibility and Technical Documents:**

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)

**B. Financial Documents**

1. Request for Quotation

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

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Supplier's Signature