



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
 REGIONAL OFFICE NO. IV-A  
 Canlubang Interchange, Brgy. Mayapa, City of Calamba, Laguna



Name of Procuring Entity :	Request for Quotation (P.R. No.):	2025-03-0009
Revised on :	Date:	March 17, 2025
Standard Form/Title :	<b>REQUEST FOR QUOTATION</b>	Office/End-User: ADMIN
COMPANY NAME :	Mode of Procurement:	Small Value Procurement
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 **10:00 A.M. of March 24, 2025** in the return envelope attached herewith.

**TERMS and CONDITIONS :**

- All entries must be typewritten or legibly written.
- Delivery period **Thirty (30) Calendar Days** or upon receipt of the approved funded Purchase Order (P.O). Administrative penalties pursuant to Sec.69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason
- Warranty shall be for a minimum of three (3) months for supplies & materials; one (1) year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- PhilGEPS Registration Certificate/Mayor's Permit/Tax Clearance/Income/Business Tax Return(For ABCs above Php500k)/Omnibus Sworn Statement (For ABCs above Php50k) shall be attached upon submission of the quotation enclosed with Brown Envelope. **(CERTIFIED TRUE COPY)**
- Please indicate the brand for each items being offered.
- In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the Department shall adopt and employ "Toss Coin or Draw Lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005
- The approved budget ceiling for this procurement is **Php 530,455.00**

**ATTY. CHERYLL C. ANTONIO-DAVID**

Chief, Administrative Division  
 BAC Vice - Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
<b>Training Kits for CY 2025</b>					
1	Module Bag	115	piece		
2	Long Plastic Envelope with Handle	345	piece		
3	Long Plastic Envelope	585	piece		
4	Long Brown Envelope	2,090	piece		
5	Binder/Filler (20 Leaves, size: 6" x 9")	1,620	piece		
6	Notebook Steno, size: 6" x 9"	235	piece		
7	Ballpoint Pen (Black)	600	piece		
8	Ballpoint Pen (Blue)	600	piece		
9	Transparent Plastic ID Holder with Metal Clip (size 3"x4" landscape)	1,045	piece		
10	Permanent Marker	500	piece		
11	White Board Marker	280	piece		
12	Spray Alcohol (60 ml)	65	piece		
13	Face Mask (N95)	325	piece		
14	Masking Tape (48mm x 50m)	840	piece		
15	Colored Paper Assorted (8 1/2" x 13")	12	ream		
<b>TOTAL AMOUNT</b>					

Purpose: Purchase of Training Kits for use of the participants in various Training FY 2025, This Region

Brand and Model : \_\_\_\_\_ Warranty : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_ 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 Region IV - A.**

0956-7333-060

[procurement\\_r4a@dpwh.gov.ph](mailto:procurement_r4a@dpwh.gov.ph)

**DPWH REGION IV-A-Procurement Unit**

Printed Name / Signature / Designation / Date

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