## Republic of the Philippines Department of Public Works and Highways

Sorsogon 1<sup>st</sup> District Engineering Office Guinlajon, Sorsogon City

Name of Revised	Procuring Entity : DPWH-Sorsogon 1st DEO	Request for	Quotation (I Date:	P.R. No.): 2015	-04-0025		
Standard	Form/Title: REQUEST FOR QUOTATION	Office	/End-User:	DPWH Sorsogon 1st			
	PANY NAME: ADDRESS:			oorsegen rat			
	NO./FAX NO. :			•			
later than	rase quote your lawest piece on Myrin (s) listed below, subject to the Terms and Conditions stated be 10:00 A.M. of the Procurement Unit	elow and subm. !, DPWH Sorso	it your quotat gon 1st DEO	ion duly signed by 3 , Guinlajon, Sorsog	vour representative o on City.		
TERMS (	and CONDITIONS:						
1. All entries	must be typewritten or legibly written.			1			
2. Delivery p	erioid within Thirty (30) calendar days upon receipt of the approved funded Purchased Order (P.O.)			1. V.			
Administ	rative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for		_	Marin	W.		
non-delivery without valid reason.  DARRY B. REYES							
3. Warranty	shall be for a minimum of three (3) months for supplies & materials; one year for Equipment;		A	dministrative Of	/		
3 years fo	or IT Equipment from date of acceptance by the end-user.			BAC-Chairr	han		
4. Price vali	lity shall be for a period of sixty (60) calendar days.			1			
5. For all Su	pplier, the two (2) envelope system will be followed.						
	velope shall contain The following eligibility document/s.						
PhilGEPS I	Registration Certificate (Platinum), Mayor's Permit, DTI/SEC Registration, Tax Clearance including Income/						
	ax Return, Certificate of registration, original brochures showing certifications of the product (if applicable),						
omnibus sworn statement (n/a for ABC < 50,000.00)							
	ched upon submission of the quoatation.						
	nall submit original brochures showing certifications of the product if applicable						
7. Please inc	licate the brand for each items being offered. (if applicable)						
8. The appro	oved budget ceiling for tthis procurement is P51, 406.00						
9. Please sp	ecify brand name otherwise, bids will not be accepted.						
	on thru electronic mail/fax will not be accepted.						
ITEM NO.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE		
	LEGAL BINDING MACHINE						
- 1	Effective and fast binding	1	unit				
1	Punching capacity 22 sheets (70g)	1	uiiit				
	Binding capacity up to 380 sheets f4 size						
2	PAPER CUTTER, A2 Size, heavy duty, metal finished	1	unit				
3	LAMINATING MACHINE	1	unit				
	WATER DISPENSER						
4	3 water options (hot, cold, and warm), double sealed door, stainless steel	2	unit				
-	water tank, floor standing water dispenser, with storage cabinet	-	tille				
	water tank, from standing water dispenser, with storage earmet						
	Note: Heavy duty and well-known brand						
	Purpose: Supply & Delivery of Office Equipment use in COA Unit, Planning &						
	Design, Human-Resource & Administrative& Maitenance Section (2nd Quarter,						
	2025), this District DPWH Sorsogon 1st DEO, Guinlajon Sorsogon City.						
		TOTAL					
		Amount in W	ords:				
Rrand a	nd Model : Warranty :						
Delivery							
A	fier having carefully read and accepted your General Conditions, I/We quote you o the item(s) at pre- re left blank, it means that I concur with the Terms and Conditions specified by DPWH.	ices not above.	If the space	for Delivery Period	l, Warranty and Pri		
	Printed Name/Signature/Date						
		7	al No / Cal	Inhone No / F. mo	il Adduses		

## **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:** <u>Please indicate the brand for each items being offered (if applicable)</u>

		Supplier's Signature