

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

Name of Procuring Entity : DPWH-Sorsogon 1st DEO

Request for Quotation (P.R. No.): 2625-04-0027

Revised on :

Date: 4/14/25

Standard Form/Title : REQUEST FOR QUOTATION

Office/End-User: DPWH
Sorsogon 1st

COMPANY NAME :

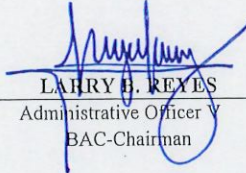
ADDRESS :

TEL. NO./FAX NO. :

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 21 APR 2025 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 1 361,960.00
9. Please specify brand name otherwise, bids will not be accepted.
10. Quotation thru electronic mail/fax will not be accepted.


LARRY B. REYES
Administrative Officer V
BAC-Chairman

ITEM NO.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Senior Executive Chair – Leather High back Leatherette Executive Chair 360° swivel Chrome Plated star-base Wide Comfy seat	12	unit		
2	Adjustable CPU Stand for PC Case Holder Bracket Desktop Mainframe Storage Rack with Brake with 4 caster Wheels (with 360 Comni-directional wheel), (length: 45cm, width: 20-30cm adjustable)	22	pcs		
3	2 Layers CPU Stand Rack with Rolling 6 Wheels CPU Holder Under Desk PC Tower Stand Product Description Material: PP plastic Size: 2Layer: 218*447*590mm 360 rotation with brakes for easy movement; Waterproof and moisture-proof, making cleaning more convenient; Heat dissipation hole design for better heat dissipation of host; Strong load-bearing, thickened material.	1	pc		
4	Drawer (3-drawer, mobile pedestal metal, ivory)	4	unit		
5	4 Steps Ladder Non-Slip Steps with Wide Platform Steel Tube, 150KG Capacity IHT No. of Steps: 4 Steps Material: Steel Step Size: 380 x 260mm Open Size: 830x490x1290mm Max Load: 150kg Easy Carry	1	pcs		
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

Republic of the Philippines Department of Public Works and Highways Sorsogon 1 st District Engineering Office Guinlajan, Sorsogon City				
Name of Procuring Entity : DPWH-Sorsogon 1st DEO			Request for Quotation (P.R. No.): 2025-04-0029	
Revised on :			Date: 4/14/25	
Standard Form/Title :			DPWH Office/End-User: Sorsogon 1st DEO	
REQUEST FOR QUOTATION				
COMPANY NAME : _____				
ADDRESS : _____				
TEL. NO./FAX NO. : _____				
<i>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 27 APR 2025 in the return envelope attached herewith, to the Procurement Unit, DPWH Sorsogon 1st DEO, Guinlajan, Sorsogon City.</i>				
TERMS AND CONDITIONS:				
1. All entries must be typewritten or legibly written. 2. Delivery period within <u>Thirty (30) calendar days</u> 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 tthis procurement is 361,960.00 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
6	Office Chair (White & Grey)	2	pcs	
7	Office Table, 180 x 60 cm (Made in Narra)	1	pc	
8	Office Chair (Made in Narra)	1	pc	
9	Office Center Table (Made in Narra) 2' x 3'	1	pc	
10	Thickened File Rack File Frame Storage Box Multi Layer Office Storage rack large capacity Product description Material: Metal Size: 40cm(L) x 31cm(W) x 25cm (H) File folder rack with pen holder left (16cm), A4 bond paper shelf (22cm) Color: Black	1	pc	
11	Metal Rack, 5 Layers, 70cm x 30cm x 150cm	1	unit	
12	Metal Rack, 3 Layers, 50cm x 30cm x 60cm	1	unit	
13	Office Table, High Quality Solid wood, Cabinet with lock	1	unit	
Note: Heavy duty and well-known brand				
Purpose: Supply & delivery of Furniture & Fixtures for use in COA unit, Cash Unit, Supply Unit, Planning & Design, Finance, PAIS, & Quality Assurance Section (2nd Quarter 2025), this District DPWH Sorsogon 1st DEO, Guinlajan Sorsogon City.				
TOTAL -----				
Amount in Words:				
Brand and Model : _____ Warranty : _____ Delivery Period : _____ Price Validity : _____				
<i>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.</i>				
Printed Name/Signature/Date				
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)

Supplier's Signature