



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BOHOL III
DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE VII
Sawang, Guindulman, Bohol

Name of Procuring Entity : DPWH, Bohol 3rd DEO Request for Quotation (P.R. No.) : **24-03-0028**

Revised on : Date : **03/15/24**

Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User : MAINT. SECTION

COMPANY NAME : Mode of Procurement: Shopping

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 **03/25/2024** in the return envelope attached herewith, to the DPWH Regional Office VII, Procurement Office, South Road Properties, Cebu City.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within **20 calendar days** 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.
3. Warranty shall be for a minimum of three (3) months for supplies & materials; one year for Equipment; 3 years IT Equipment from date of acceptance by the end-user. Warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) but not to exceed five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but not to exceed five percent (5%) of the total contract price.
4. Price validity shall be for a period of sixty (60) calendar days.
5. G-EPS Registration Certificate/Mayor's Permit/Omnibus Sworn Statement/Annual Income Tax Return duly received by BIR shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **PHP 98,908.00**

GENEROSO Y. SISON, JR.
BAC Chairman

Item No.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Bond Paper 8.5x13	20	reams		
2	Bond Paper A4	100	reams		
3	Photopaper A4	10	pack		
4	Sign Pen (HiTecpoint V7RT Pilot) Black	5	box		
5	Sign Pen (HiTecpoint V7RT Pilot) Blue	1	box		
6	Refill Pen (HiTecpoint V7RT Pilot) Black	48	pcs.		
7	Sign Pen 0.4 Black G-Tech	2	box		
8	Pencil No. 2	1	box		
9	Correction Tape	24	pcs.		
10	Folder, (ordinary, white, long)	40	pcs.		
11	Envelope, (Brown, Long)	24	pcs.		
12	Sticker Paper	10	pack		
13	Photo Paper A4 Matte	10	pack		
14	Paper Fastener, Plastic	24	box		
15	Scissor (big)	8	pcs.		
16	Stapler HD50R (MAX)	3	pcs.		
17	Calculator (compact desk type, 12 digits)	3	unit		
18	USB OTG Type C 128GB	6	unit		
19	Memory Card Reader	2	pc.		
20	Puncher Heavy Duty	2	unit		
21	Air Freshener (car)	24	pcs.		
22	Toilet Paper Tissue (solo)	60	pcs.		
23	Alcohol 70%sol. (250ml)	24	btl.		
For use in maintenance section and ESU office.					
The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all of the items.				TOTAL	

Brand and Model :
Delivery Period :

Warranty :
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.

Printed Name / Signature / Date