

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE DISTRICT ENGINEER
Airport Avenue, Brgy. Cavit, Laoag City

Name of Procuring Entity : DPWH-INFDEO Request for Quotation : **24GAA0039**
(P.R. No.) : **(2024-04-059)**
Revised on : Date : **April 17, 2024**
Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User : **DPWH-INFDEO**
24GAA0039: PROCUREMENT OF OFFICE SUPPLIES FOR USE AT DPWH-INFDEO (ISO), LAOAG CITY

COMPANY NAME :

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 April 29, 2024** in the return envelope attached herewith, to the BAC Secretariat DPWH-INED I, Airport Avenue, Brgy. Cavit, Laoag City.

TERMS and CONDITIONS :

1. All entries must be typewritten or legibly written.
2. Delivery period within seven (7) 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.
4. Price validity shall be for a period of sixty (60) calendar days.
5. G-EPS Registration, Tax Clearance, Mayor's/Business Permit and Income Tax Returns shall be attached upon submission of the quotation.
6. Please indicate the brand for each items being offered.
7. The approved budget ceiling for this procurement is P578,840.50


ANGELITO A. DIAN
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1)	Bond paper, A4 sub. 20	1,000	reams		
2)	Puncher, heavy duty (100 sheets)	2	pcs		
3)	Binding machine	2	unit		
4)	Paper cutter (3 way), heavy duty	1	pc		
5)	Transparent certificate holder, A4 size	100	pcs		
6)	Transparent certificate holder, A4 half size	100	pcs		
7)	Clip board, A4	20	pcs		
8)	Clip board, legal	10	pcs		
9)	3M Double sided tape, gray (.5 inch)	10	roll		
10)	Cutting mat (A2 size)	1	pcs		
11)	Cutting mat (A4 size)	1	pcs		
12)	Laminating film A3 size, 250 microns	5	pack		
13)	Laminating film A3 size, 125 microns	5	pack		
14)	Scissor, big	1	pcs		
15)	Cutter knife, precision	1	pcs		
16)	Cutter knife blade, precision	10	pcs		
17)	Photo paper, sticker	10	pack		
18)	Picture frame, A2 size (PVC type cover)	10	pcs		
19)	Picture frame, A3 size (PVC type cover)	100	pcs		
20)	Clear book refill, 11 holes	50	pack		
	***** Nothing Follows*****				

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.

The awarding for this RFQ will be on a lump sum basis. Prospective suppliers must quote for all of the items, otherwise, they will be subject for disqualification.

Printed Name / Signature / Date

Telefax: (077) 670-8468

c/o BAC Secretariat

email: doloroso.james@dpwh.gov.ph

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

Publication: April 26, 2024