

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 : **24GAA0044**
(P.R. No.) : **(2024-05-070)**

Revised on : Date : **May 3, 2024**

Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User : **DPWH-INFDEO**
24GAA0044: PROCUREMENT OF OFFICE SUPPLIES FOR USE AT DPWH-INFDEO, LAOAG CITY, ILOCOS NORTE

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 May 10, 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 **P561,487.50**


ANGELITO A. DIAN
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1)	Pencil	70	dozen		
2)	Highlighter (R, B, Y, G, O)	300	pcs		
3)	Ruler, plastic	50	pcs		
4)	Note pad 3x3	300	pcs		
5)	Mailing envelope	5	box		
6)	Photo paper	30	pack		
7)	PVC, A4 size and legal size	50	pack		
8)	Pencil sharpener	15	pcs		
9)	Specialty paer, legal (cream)	200	pack		
10)	Sign pen 0.5 red, 12 pcs/box	20	box		
11)	Sign pen 0.5 blue, 12 pcs/box	30	box		
12)	Sign pen 0.5 black, 12 pcs/box	30	box		
13)	Laminating film, 250 microns	30	pack		
14)	Expanding envelope, legal, brown	30	box		
15)	Folder, legal size	30	pack		
16)	Folder, A4 size	5	pack		
17)	Permanent marker, broad and fine	30	box		
18)	Twin marker	50	box		
19)	Documentary envelope	10	box		
20)	Stamp pad, violet	30	pcs		
21)	Pressboard folder	25	box		
22)	Special paper (green)	20	pack		
23)	White board 12x18	15	pcs		
	***** 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

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