



October 28, 2024

INVITATION/REQUEST FOR QUOTATION

The Department of Public Works and Highways-Palawan 2nd District Engineering Office, Narra, Palawan through its Bids and Awards Committee (BAC) for Goods, invites suppliers to submit bids/quotations for the following Contract:

1. a. Contract ID : 24GEF0103
- b. Contract Name : Supply and Delivery of Common Office Supplies for use of DPWH Palawan 2nd District Engineering Office
- c. Contract Location : Narra, Palawan
- d. Brief Description : Office Supplies
- e. Approved Budget for the Contract (ABC) : Php 356,559.00
- f. Delivery Date of Goods/Contract Duration of service : 30 cal. Days

Bid Quotation Forms will be available at the Procurement Office (BAC Secretariat), BAC Building, DPWH-Palawan 2nd District Engineering Office, Narra, Palawan and can also be downloaded at (a) DPWH website www.dpwh.gov.ph, and (b) PhilGEPs website www.philgeps.gov.ph. The deadline set for the submission of the accomplished bid quotation forms to be hand carried by supplier/authorized representative will be on the following procurement activity schedule.

ACTIVITY	DATE & TIME	PLACE
1. Issuance of Quotation Forms	October 29, 2024 - November 4, 2024 from 8:00am-5:00pm, November 4, 2024 until 02:00pm	BAC Secretariat, BAC Bldg., DPWH-DEO, Narra, Palawan
2. Submission of Bid Quotation sealed envelope Receipt by the BAC	until 02:00pm, November 4, 2024	DPWH Building 2 nd Floor, BAC Room, Narra, Palawan
3. Opening of Quotation/Bids	November 4, 2024, 02:00pm	

Late bids and bids in excess of the ABC shall be automatically rejected.

Interested bidders may obtain further information from DPWH-Palawan 2nd District Engineering Office, Narra, Palawan until the deadline set.

The Department of Public Works and Highways (DPWH)-Palawan 2nd District Engineering Office reserves the right to accept or reject any or all bid and annul the procurement process any time before Contract Award, without incurring any liability to the affected bidders/suppliers.

ARNEL C. PORTALES
BAC Secretariat Head
5303 Antipuluan, Narra, Palawan

EUGENIO R. KATON
Engineer III
BAC Vice Chairperson



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS
PALAWAN 2ND DISTRICT ENGINEERING OFFICE
Narra, Palawan MIMAROPA REGION (IV-B)



Name of Procuring Entity	: Palawan 2nd DEO, Narra, Palawan	Request for Quotation:	2024-085
Contract ID	: 24GEF0103	Date :	October 29, 2024
Contract Name	: Supply and Delivery of Common Office Supplies for use of DPWH-Palawan 2nd District Engineering Office		
Location	: Narra, Palawan	Office/End-User :	Administrative Section
Standard form/Title	: REQUEST FOR QUOTATION/Small Value Procurement		
COMPANY NAME	:	Date :	
ADDRESS	:	TIN No :	
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 not later than **02:00pm of November 4, 2024** in the return envelope attached herewith, to the BAC Office, Palawan 2nd District Engineering Office, Narra, Palawan.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written,
2. Delivery period within Thrity (30) C.D upon receipt of approved funded Purchase Order (P.O), Administrative penalties pursuant to Sec. 69 of Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
3. Warranty shall be a minimum of three (3) months for supplies & materials; one (1) year for equipment; 1 year 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. G-EPS Registration Certificate/Mayor's Permit/DTI Registration/ Tax Clearance and Omnibus Sworn Statement shall be attached upon submission of quotation.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each item being offered and it shall be eco-friendly.
8. The approved budget ceiling for this procurement is **PHP 356,559.00**

EUGENIO R. KATON
BAC VICE CHAIRMAN

ITEM NO.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
COMMON OFFICE SUPPLIES					
1	Battery, dry cell, AA 1.5 volts alkaline 4pcs/pack HD	55	pack		
2	Battery, dry cell, AAA 1.5 volts alkaline 4 pcs/pack HD	67	pack		
3	Broom (Walis Tambo)	22	pc		
4	Cleaner, Toilet Bowl & Urinal, 900ml - 1000ml cap	25	btl		
5	Detergent Powder, all purpose, one 1.1 kg	36	pouch		
6	Disinfectant Spray, aerosol type, 400-550 grams	69	cans		
7	Digital Voice Recorder, 4GB internal memory, expandable to 32 GB with micro SD, S-microphone system records distant or quiet sound clearly, focus and wide-stereo recording caputres the voices you want to hear, Auto voice recording reduces background noise, Built-in USB Connector makes transferring files easy	1	UNIT		
8	Envelope, Expanding Kraftboard, for legal size doc, 100pc/box	1	box		
9	Fastener, Metal, 70mm between prongs	40	box		
10	Marker Permanent, Black, Bullet Type	33	pc		
11	Marker ,Whiteboard Bullet Type Black	84	pc		
12	Paper Multicopy, A4 80gsm, size 210mm x 297mm	620	reams		
13	Paper Multicopy, Legal 80gsm, size 216mm x 330mm	130	reams		
14	Tape Electrical, 18mm x 16mm min	20	roll		
15	Tape, Masking width: 48mm (± 1mm)	10	roll		
16	Tape, Packaging width: 48mm (± 1mm)	10	roll		
	XXXXXXXXXXXXXXXXXXXX				
Grand Total . . .				Php	

Brand and Model : _____ Warranty : _____
Delivery Period : _____ Price Validity : _____

After having carefully read and accepted your General Conditions, I/We quote on the item(s) at prices noted above.
If the space for delivery period, Warranty and Prices Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.

Printed Name /Signature/Date

Tel. No./Cellphone/E-mail Address