



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**ALBAY 1<sup>ST</sup> DISTRICT ENGINEERING OFFICE**  
Old Airport Road, Brgy.40 Cruzada, Legazpi City



Name of Procuring Entity: **DPWH Albay 1st District Engineering Office** Request for Quotation (P.R. No.): **25-03-044**  
Revised on: \_\_\_\_\_ Date: **March 19, 2025** ABC **₱137,836.00**

**REQUEST FOR QUOTATION**

Standard Form/Title: **25GFA03 - Procurement of Office Furniture for use in the Office of the Assistant District Engineer, DPWH Albay 1st DEO.** Official/End-User: **Office of the Assistant Engineer, DPWH**  
Mode of Procurement: **Small Value Procurement**

**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 **March 24, 2025** in the return envelope attached herewith to the Procurement Unit DPWH Albay 1st District Engineering Office, Old Airport Road, Brgy.40 Cruzada, Legazpi City.

**TERMS and CONDITIONS:**

1. All entries must be typewritten of legibly written.
2. Delivery period within Thirty (30) CD upon receipt of 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 from date of acceptance by the end-user.
4. Price validity shall be a period of sixty (60) calendar days.
5. Mayor's/Business Permit, PhilGEPS Registration Number shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certification of the product, if applicable.
7. Please indicate the brand for each items being offered in order to evaluate conformity with specification.
8. Suppliers must have a physical office/shop with trade name displayed and inventory of supplies / goods. Attach picture of the store/establishment and their merchandise.
9. The DPWH reserves the right to accept or reject any bid, to annul the bidding process and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.

**AMELIO L. ROBLES**  
Engineer III  
BAC Chairman

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Dining Table (Six seater with top glass)	1	set		
2	Sala Set with Stool (German Leather)	1	set		
3	Two Door Refrigerator	1	unit		
4	Visitor Chair	2	unit		
5	Side Table	1	unit		
6	Cabinet with Three Drawers	1	unit		
7	Wall Clock	1	pc		
8	Gas Stove with LPG Tank	1	set		
9	Water Dispenser w/ stand (Hot & Cold)	1	unit		
10	Dish Cabinet	1	unit		
11	Alluminum Table	1	unit		
12	Rice Cooker (10 Cups)	1	unit		
13	Exhaust Fan	2	unit		

**TOTAL AMOUNT (Php)**

**Please specify total amount in words (Php)**

Brand Name and Model : \_\_\_\_\_ Warranty : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_ 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 disqualification,

\_\_\_\_\_  
Printed Name / Signature

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