



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
BENGUET 2<sup>ND</sup> DISTRICT ENGINEERING OFFICE  
Buguias, Benguet



Name of Procuring Entity: Department of Public Works and Highways - Benguet 2<sup>nd</sup> District Engineering Office

Request for Quotation (P.R. No.):

RFQ No. 2025-04-0017 dated May 13, 2025  
PR No. PR2025-04-029 dated April 25, 2025

Revised on:

Date:

Standard Form/Title: REQUEST FOR QUOTATION (SHOPPING)

Office/End User: FINANCE SECTION

COMPANY NAME :		TIN:
ADDRESS :		
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 10:00 A.M. of May 20, 2025 in the return envelope attached herewith, to the BAC Secretariat for Goods, DPWH-BSDEO.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written.
2. Delivery period within 15 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 Certificate and Mayor's Permit shall be attached upon submission of the sealed quotation.

NOTE: Please submit three (3) duly certified photocopies of each document stated in term and condition no. 5 and original copy of this accomplished RFQ & two (2) certified photocopies )

6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is

Php275,300.00

PATERNO C. GONZALO  
Administrative Officer V  
BAC Chairperson

Item No.	ITEMS & DESCRIPTIONS	Brand/Model	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Adapter, Universal Socket Plug Adaptor		12	piece		
2	Alcohol, 62-70% Ethyl, spray, 500ml		11	bottle		
3	Ballpoint pen, black, Retractable		10	box		
4	Ballpoint pen, blue, Retractable		10	box		
5	Battery, AA size/format, 4pcs/pack		10	pack		
6	Bookends Stand, metal		4	piece		
7	Brother, ink flow refill, MFC-T4500DW, BTD60 Black		18	bottle		
8	Brother, ink flow refill, MFC-T4500DW, BT 5000 Cyan		12	bottle		
9	Brother, Ink flow refill, MFC-T4500DW, BT 5000 Magenta		12	bottle		
10	Brother, Ink flow refill, MFC-T4500DW, BT 5000 Yellow		12	bottle		
11	Correction tape,disposable,usable length of 6m(min), 5mm width		10	piece		
12	Dater,Manual, Built-in ink pad		2	piece		
13	DPWH Customized file folder,royal blue with DPWH logo, Legal,side(clip)		100	piece		
14	DPWH Customized file folder,royal brown, Legal,side(clip)		50	piece		
15	Envelope, expanding,plastic, legal, royal blue		50	piece		
16	File Holder/storage, 2 columns		5	piece		
17	FUJI XEROX, Drum Cartridge, Black		2	piece		
18	FUJI XEROX, Drum Cartridge, Cyan		2	piece		
19	FUJI XEROX, Drum Cartridge, Magenta		2	piece		
20	FUJI XEROX, Drum Cartridge, Yellow		2	piece		
21	FUJI XEROX Waste Toner (C3060)		1	piece		
22	Glue, Multi Purpose, 473ml		1	piece		
23	Highlighter Pen, neon colors, 6pcs/set		2	set		
24	Marker, whiteboard, blue, 12pcs/box		1	box		
SUB-TOTAL						

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 the DPWH.

For further information, please refer to:

CARMENCITA P. TICTIC  
HEAD - BAC Secretariat  
[(+63)908 816 6091]  
dpwhbng2bac@gmail.com

Printed Name/Signature/Date

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





Page 2 of 2