



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CENTRAL OFFICE
Manila




Name of Procuring Entity :	Request for Quotation (P.R. No.):	C-0706-0409-23
Revised on:	Date: December 20, 2023	ABC: Php990,636.00
Standard Form/Title: REQUEST FOR QUOTATION	Office/End-User: Records Management Division,	
Mode of Procurement: Shopping (b)	HRAS	
COMPANY NAME :	PHILGEPS No.:	
ADDRESS :	TCC No.:	
TEL./FAX NUMBER :	TIN:	

Please submit your quotation for the item(s) listed below, which may be submitted in person at Room 503, Bidding Room, Procurement Service, 5th Floor, DPWH Bldg., Bonifacio Drive, Port Area, Manila, or thru registered mail, facsimile or E-mail, not later than 9:00 A.M. of Jan. 10, 2024.

Quotation may be submitted open or sealed and should be duly signed by the firm's owner or authorized representative subject to the terms and conditions, hereof.

TERMS and CONDITIONS :

1. All entries must be typewritten or legibly written.
2. Delivery period within **15 working 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.
4. Price validity shall be for a period of sixty (60) calendar days.
5. PhilGEPS Registration Number and Mayor's Permit shall be attached upon submission of the quotation. DTI /SEC and Latest Tax Clearance shall be submitted before the award of Purchase Order (P.O.).
6. Bidders must quote for all of the items. Any erasure, correction or alteration made by the bidders in any of the items shall render the bid non-complying, hence, a ground for disqualification.
7. 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.


MARICHU A. PALAFOX, CESO II
Assistant Secretary for Support Services
Chairperson, BAC for Goods

Item No.	ITEMS and DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
Unforeseen Expenditures					
1	Paper, multi-purpose, A4 size, 80gsm (500shts/ream)	2000	ream		
2	Envelope, Documentary, for A4 size document	5	box		
3	White letter envelope with window (Long)75gsm, 500pcs	60	box		
4	White mailing envelope (Long) 75gsm, 500pcs	60	box		
5	Stapler metal heavy duty, plastic cap and steel handle; Capacity: 80 sheets; Staple wire: 23/6-23/13.	2	pc		
6	Gel Pen Signing Pen (Black & Blue)	420	pcs		
7	Stapler Wire, standard, 26/6, 5000pcs/box	60	box		
8	Tissue, Bathroom, 3ply, eco layer, laminated 100% virgin pulp, 3ply x 200 pulls, (600sheets/roll - 12roll/pack	60	pack		
9	Tape, Transparent, width:48mm X 50m	60	roll		
10	Tape, Transparent, width:24mm X 100yard in a roll	60	roll		
TOTAL AMOUNT (Php)					
Please specify total amount in words (Php)					

Please specify brand names & model, if applicable.

- Brand Name & Model: _____
- Delivery Period: _____

Warranty: _____
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.

Tel. No. 304-3530 Telefax: 304-3108/3208/3188
alibin.mikko_paulo@dpwh.gov.ph

Signature Over Printed Name/Date

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

12.1.3 CLD/MPOA

Website: <https://www.dpwh.gov.ph>
Tel. No(s): 5304-3000 / (02) 165-02



(Handwritten mark)