



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
LAGUNA 2ND DISTRICT ENGINEERING OFFICE
Los Baños, Laguna, Region IV-A



| | | |
|--|------------------------------|--|
| Name of Procuring Entity: DPWH-LAGUNA 2ND DEO | | Request for Quotation (PR No.) : 2024-10-091 |
| Revised on: | | Date: October 21, 2024 |
| Standard Form/Title: | REQUEST FOR QUOTATION | |
| Office/End-user: | | Administrative Section |
| 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 **9:00 A.M. of October 25, 2024** in the return envelope attached herewith.

TERMS AND CONDITIONS:

- 1 All entries must be typewritten or legibly written.
- 2 Delivery period within **Thirty (30)** 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 imposed for non-delivery without valid reason.
- 3 Warranty shall be for a minimum of three (3) months for supplies and materials; one (1) year for Equipment; three (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 **PhilGEPS Registration Certificate/Mayor's Permit/Tax Clearance/DTI/SEC** shall be attached upon submission of the quotation.
- 6 Bidders shall submit original brochures of the product.
- 7 Indicate the brand for each items being offered.
- 8 RFQ can be submitted in person or thru registered mails, facsimile or authorized email.
- 9 The approved budget ceiling for this procurement is **P 991,700.00**


DWIGHT JOHN E. ASTOM
BAC Chairperson

| ITEM NO. | DESCRIPTION | QTY. | UNIT | UNIT PRICE | TOTAL PRICE |
|-------------------------|---|--------|--------|---------------------|-------------|
| 0340 ✓ | Blue Folder Lever Arch File, with Ring Binder at the Side, Metal Finger Pull and with DPWH Logo Logo, A4 size ✓ | 1000 ✓ | pcs ✓ | | |
| 0624 ✓ | Mylar 24 x 20 yards 3 100 microns ✓ | 135 ✓ | roll ✓ | | |
| AMOUNT IN WORDS: | | | | Total Amount | |

Purpose: **Furnishing and Delivery of Office Supplies (Blue Folder & Mylar) (4th Quarter) to be used at DPWH Laguna 2nd District Engineering Office, Brgy. Bambang, Los Baños, Laguna** ✓

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 & Telefax No. : (049)557 2315

Printed Name/ Signature/ Date

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



Website: www.dpwh.gov.ph
Tel. No(s): (049) 557 2315

