



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BOHOL 2ND
BOHOL 2ND DISTRICT ENGINEERING OFFICE
Regional Office VII
Ubay, Bohol

24-04-032

Name of Procuring Entity : Request for Quotation (P.R. No.) :

Revised on : Date : APR 24 2024

Standard Form/Title : REQUEST FOR QUOTATION Office/End-User :

COMPANY NAME :

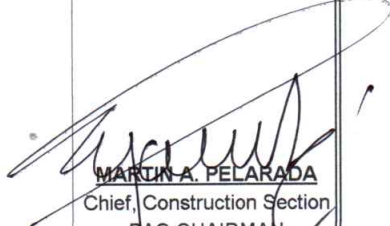
ADDRESS :

TEL NO./FAX NO. : TIN No. :

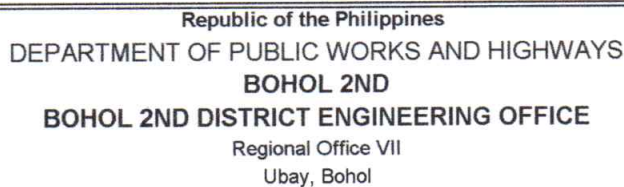
Please quote your lowest price on the item(s) listed below subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not after 2:00P.M. of _____ in the return enveloped attached herewith to the BAC Secretariat for Goods, DPWH Bohol 2nd Engineering District, Ubay, Bohol.

TERMS AND CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period within **15 calendar days** upon receipt of the approved funded Purchase Order (P.O.)
Administrative penalties pursuant to Sec. 69 of the Revised IRR RA 9194 shall be imposed for none delivery without valid reason.
- Warranty shall be for a minimum of three(3) months for supplies and materials, one year for Equipment from date of acceptance by the end user.
- Price validity shall be for a period of sixty (60) calendar days.
- G-EPS Registration Certificate/Mayor's Permit/DTI/Incometax Return/Omnibus Sworn Statement shall attached upon submission of the quotation.
- Bidders shall submit original brochures showing certifications of the product if applicable.
- Please indicate the brand of each items being offered.
- The approved budget ceiling for the procurement is **P 317,995.00.**


MARTIN A. PELARADA
Chief, Construction Section
BAC CHAIRMAN

ITEM NO.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Signpen 0.4 (black)	3	boxes		
2	Bondpaper subs. 20 (A4)	200	reams		
3	Bondpaper subs. 20 (A3)	20	reams		
4	Calculator Scientific 12 digits	3	pcs		
5	Correction Pen	1	boxes		
6	Correction Tape	24	pcs		
7	Folder Ordinary (long)	50	pcs		
8	Folder Expanded (long)	50	pcs		
9	Evelope Expanded (long)	50	pcs		
10	Ballpoint (black & blue)	2	boxes		
11	Highlighter (assorted)	6	pcs		
12	Mechanical Pencil (0.5 lead)	10	pcs		
13	Computer Mouse (USB Type)	10	pcs		
14	Paper Clip Vynil Coated (small)	12	boxes		
15	Photopaper	12	packs		
16	Tissue (9 rolls/pack)	5	packs		
17	Wet Tissue	24	packs		
18	Staple Wire # 35	24	boxes		
19	Trash Bags (meduim)	6	rolls		
20	Double Sided Tape 2"	6	rolls		
21	Scotch Tape 2"	6	rolls		
22	USB 32GB w/ OTG (type C)	12	pcs		
23	USB 32GB	12	pcs		
24	UPS 1100VA/230V	2	unit		
25	Paper Fastener	10	boxes		
26	Computer Keyboard (USB Type)	3	pcs		
27	A2 Matte Film (Mylar Paper) 24"x20x100 microns	12	rolls		
28	Measuring Wheel	2	pcs		



Name of Procuring Entity :		Request for Quotation (P.R. No.) :	
Revised on :		Date : APR 24 2024	
Standard Form/Title : REQUEST FOR QUOTATION		Office/End-User :	
COMPANY NAME :			
ADDRESS :			
TEL NO./FAX NO. :		TIN No :	

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4. Price validity shall be for a period of sixty (60) calendar days.
5. G-EPS Registration Certificate/Mayor's Permit/DTI/Incometax Return/Omnibus Sworn Statement shall attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product if applicable.
7. Please indicate the brand of each items being offered.
8. The approved budget ceiling for the procurement is **P 17,500.00.**

ITEM NO.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
29	Vellum Board A4 size (canary 100's-200gms)	5	pck		
30	Vellum Board A4 size (pink 100's-200gms)	5	pck		
31	Vellum Board A4 size (yellow green 100's-200gms)	5	pck		
32	Vellum Board A4 size (yellow 100's- 200gms)	5	pck		
33	PVC Cover	1	ctn		
34	Chalk/Marker	5	box		
35	Eraser Board	4	pcs		
PURPOSE:	<i>For use in the Planning & Design Section</i>				

Brand and Model: _____ Warranty: _____
 Delivery period: _____ Price Validity: _____
After having carefully read and accepted your General Conditions. I quote you on the item(s) at price note above. If the Space for the Delivery Period, Warranty and Price Validity are left black, it means that I concur with the Terms and Conditions specified by DPWH.

Tel. No: 62411
Telefax: 518-8051
email: dpwhbohol2@yahoo.com

Printed Name/Signature/Date

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

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Name of Office: **PLANNING & DESIGN SECTION**
Office Location: **Ubay, Bohol**

UPDATED PROJECT PROCUREMENT MANAGEMENT PLAN FOR FY 2024

PROCUREMENT SCHEDULE														
P.R. No. 1	Contract Package (Description)	Procurement Method	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	ABC ² (Fund Source)	Pre-Procurement Conference (1 c.d.)	Advertisement (7 c.d.)	Pre-Bid Conference (1 c.d.) 12 c.d before submission of bid	Submission and Receipts of Bids (1 c.d.)	Bid Evaluation (1 c.d.)	Post-Qualification (1 c.d.)	Award of Contract (2 c.d.)
	Common													
	1. Common Office Supplies	shopping	646,175.60	583,317.60	626,951.60	602,541.60	2,458,986.40							
	2. Common Computer Supplies	shopping	583,946.70	431,110.00	574,086.70	431,110.00	2,020,253.40							
	3. Common Office Devices	shopping												
	4. Common Janitorials Supplies	shopping	19,308.50	14,469.00	19,996.00	13,781.50	67,555.00							
	5. Common Office Equipment	shopping	260,390.00	373,116.50	435,717.50	183,734.00	1,252,958.00							
	6. IT Equipment and Software	shopping	3,047,366.69	10,640,695.00	1,061,338.00	1,244,840.00	15,994,239.69							
	7. Other Categories	shopping	94,500.00	120,000.00	575,125.00	166,625.00	956,250.00							
	INVENTORY													
	1. Inventory/Common Office Supplies	shopping	38,350.00	36,282.50	38,350.00	36,282.50	149,265.00							
	2. Inventory/Common Computer Supplies	shopping	144,725.00	105,664.70	160,465.00	1,949,254.80	2,360,109.50							
	3. Inventory/Common Office Devices	shopping	8,015.00	3,655.00	7,655.00	3,190.00	22,515.00							
	4. Inventory/Common Janitorials Supplies	shopping	39,775.00	39,085.00	41,177.50	43,550.00	163,587.50							
	5. Inventory/Common Office Equipment	shopping	17,990.00	5,275.00	15,690.00	7,375.00	46,330.00							
	6. Inventory/IT Equipment and Software	shopping	-	-	-	-	-							
	TOTAL EVERY QTR. _____		4,900,542.49	12,352,670.30	3,556,552.30	4,682,284.40	25,492,049.49							
	Total Budget Amount	PHP	25,492,049.49											

PREPARED BY:

[Signature]
MELEN I. ARAO-ARAO
Data Encoder I

CHECKED BY: (To be included in the DPWH Budget Proposal)

[Signature]
SIMPLICIA G. AGUIRAN
Chief, Planning & Design Section

EVALUATED BY: (To be included in the DPWH Budget Proposal)

[Signature]
NILA B. VIRATUDAZO
Budget Officer II

PR No. = Purchase Request No.

ABC = Approved Budget for the Contract
The BAC Secretariat shall consolidate all the Project Procurement Management Plans (PPMP) prepared by the Project Management Offices (PMOs) into an Annual Procurement Plan (APP). The APP shall bear the approval of the head of the procuring entity.

UPDATED ITEMIZED LIST OF GOODS
PPMP, FY 2024

		GOODS		TOTAL		DISTRIBUTION BY QUARTERS							
Category / Nature and Description / Specification		UNIT	PRICE	QTY	AMOUNT	1ST QTR.		2ND QTR.		3RD QTR.		4TH QTR.	
COMMON OFFICE SUPPLIES/GOODS						QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
1	BALL POINT PEN (any color)	dzn	300.00	10.00	3,000.00	3.00	900.00	2.00	600.00	3.00	900.00	2.00	600.00
2	Board Vellum 100's	pack	400.00	10.00	4,000.00	-	-	5.00	2,000.00	-	-	5.00	2,000.00
3	COVER PVC Binding A4	cnt	500.00	2.00	1,000.00	-	-	1.00	500.00	-	-	1.00	500.00
4	CLEAR SHEET PROTECTOR, A4 size, 11 Holes (303A)	pack	39.90	30.00	1,197.00	10.00	399.00	5.00	199.50	10.00	399.00	5.00	199.50
5	CLEAR SHEET PROTECTOR, A4 size, 11 Holes (303A)	pack	39.90	30.00	1,197.00	10.00	399.00	5.00	199.50	10.00	399.00	5.00	199.50
6	CORRECTION PEN, disposable	box	120.00	4.00	480.00	1.00	120.00	1.00	120.00	1.00	120.00	1.00	120.00
7	CORRECTION TAPE, disposable	piece	75.00	72.00	5,400.00	24.00	1,800.00	12.00	900.00	24.00	1,800.00	12.00	900.00
8	DOUBLE CLIP / BINDER CLIP, 1 inch	piece	7.00	48.00	336.00	12.00	84.00	12.00	84.00	12.00	84.00	12.00	84.00
7	DOUBLE CLIP / BINDER CLIP, 2 inch	piece	10.00	48.00	480.00	12.00	120.00	12.00	120.00	12.00	120.00	12.00	120.00
8	ENVELOPE, documentary, (Long)	piece	128.00	3.50	448.00	32.00	112.00	32.00	112.00	32.00	112.00	32.00	112.00
9	ENVELOPE, documentary, (Short)	piece	1.65	96.00	158.40	24.00	39.60	24.00	39.60	24.00	39.60	24.00	39.60
10	ENVELOPE, expanding, legal size	piece	15.00	150.00	2,250.00	50.00	750.00	25.00	375.00	25.00	375.00	25.00	375.00
11	ENVELOPE, mailing white, 500s/box	box	258.50	2.00	517.00	1.00	258.50	-	-	1.00	258.50	-	-
12	ERASER, rubber	piece	42.90	72.00	3,088.80	24.00	1,029.60	12.00	514.80	12.00	514.80	24.00	1,029.60
13	FOLDER, Expanded with out Metal Edge (Long)	piece	35.00	150.00	5,250.00	50.00	1,750.00	25.00	875.00	25.00	875.00	50.00	1,750.00
14	FOLDER, Ordinary (Long)	piece	10.00	150.00	1,500.00	50.00	500.00	25.00	250.00	25.00	250.00	50.00	500.00
15	FOLDER, Ordinary (Short)	piece	3.10	72.00	223.20	24.00	74.40	12.00	37.20	12.00	37.20	24.00	74.40
16	GLUE, all purpose	jar	35.00	20.00	700.00	5.00	175.00	5.00	175.00	5.00	175.00	5.00	175.00
17	LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube	50.00	48.00	2,400.00	12.00	600.00	12.00	600.00	12.00	600.00	12.00	600.00
18	OFFICE PASTE	cup	38.50	14.00	539.00	5.00	192.50	2.00	77.00	2.00	77.00	5.00	192.50
19	PAPER CLIP, Vinyl Coated, 33mm, 100pcs	box	30.00	30.00	900.00	10.00	300.00	5.00	150.00	10.00	300.00	5.00	150.00
20	PAPER CLIP, Vinyl Coated, 50mm, 100pcs	box	25.30	30.00	759.00	10.00	253.00	5.00	126.50	10.00	253.00	5.00	126.50
21	PAPER FASTENER, 50 sets/box	box	36.30	50.00	1,815.00	15.00	544.50	10.00	363.00	10.00	363.00	15.00	544.50
22	PPC PAPER, bond, subs. 20, A3	ream	750.00	300.00	225,000.00	100.00	75,000.00	50.00	37,500.00	100.00	75,000.00	50.00	37,500.00
23	PPC PAPER, bond, 8 1/4 x 11 1/2", Subs. 20, A4	ream	300.00	30.00	9,000.00	10.00	3,000.00	5.00	1,500.00	10.00	3,000.00	5.00	1,500.00
24	PPC PAPER, bond, 8 1/4 x 11", Subs. 20, Short	ream	200.00	30.00	6,000.00	10.00	2,000.00	5.00	1,000.00	10.00	2,000.00	5.00	1,000.00
25	PPC PAPER, bond, 8 1/2 x 13", subs. 20, Long	ream	350.00	30.00	10,500.00	10.00	3,500.00	5.00	1,750.00	10.00	3,500.00	5.00	1,750.00
26	RECORD BOOK, 300 pages, Hardbound (big)	piece	300.00	48.00	14,400.00	12.00	3,600.00	12.00	3,600.00	12.00	3,600.00	12.00	3,600.00
27	RECORD BOOK, 300 pages, Hardbound (small)	piece	110.00	48.00	5,280.00	12.00	1,320.00	12.00	1,320.00	12.00	1,320.00	12.00	1,320.00
28	RECORD BOOK, 500 pages, Hardbound	piece	286.00	20.00	5,720.00	5.00	1,430.00	5.00	1,430.00	5.00	1,430.00	5.00	1,430.00
29	STAMP PAD INK, blue, 50mL	bit	150.00	4.00	600.00	1.00	150.00	1.00	150.00	1.00	150.00	1.00	150.00
30	STAPLE WIRE, No. 35	box	75.00	150.00	11,250.00	50.00	3,750.00	25.00	1,875.00	25.00	1,875.00	50.00	3,750.00
31	Self Adhesive Note-Pad (Sticky Note)	pck	50.00	50.00	2,500.00	15.00	750.00	10.00	500.00	15.00	750.00	10.00	500.00
32	Sticker Paper	pck	120.00	40.00	4,800.00	10.00	1,200.00	10.00	1,200.00	10.00	1,200.00	10.00	1,200.00
33	TAPE, packaging, 50 meters length	roll	53.90	20.00	1,078.00	5.00	269.50	5.00	269.50	5.00	269.50	5.00	269.50
34	TAPE, transparent, 50 meters	roll	80.00	100.00	8,000.00	25.00	2,000.00	25.00	2,000.00	25.00	2,000.00	25.00	2,000.00
35	TAPE, double sided, 50 meters	roll	105.00	100.00	10,500.00	25.00	2,625.00	25.00	2,625.00	25.00	2,625.00	25.00	2,625.00
36	TAPE, masking, 50 meters	roll	26.40	-	-	-	-	-	-	-	-	-	-
37	Duck Tape	roll	250.00	50.00	12,500.00	15.00	3,750.00	10.00	2,500.00	15.00	3,750.00	10.00	2,500.00

UPDATED ITEMIZED LIST OF GOODS PPMP, FY 2024

Office/Unit: PLANNING & DESIGN SECTION
District:DPWH-Bohol 2nd District Engineering Office, Ubay, Bohol

GOODS		UNIT	PRICE	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
Category / Nature and Description / Specification		UNIT	PRICE	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
COMMON OFFICE SUPPLIES/GOODS													
38	Paper Kip Roll Premium Coating Paper (90g 36") LPCKC90914150	roll	2,950.00	100.00	295,000.00	25.00	73,750.00	25.00	73,750.00	25.00	73,750.00	25.00	73,750.00
39	Plotter Paper 30" wide x 100 meters long	roll	1,960.00	200.00	392,000.00	50.00	98,000.00	50.00	98,000.00	50.00	98,000.00	50.00	98,000.00
40	A2 Matte Film (Mylar Paper) 24" x 20 x 100 microns core 3	roll	6,500.00	200.00	1,300,000.00	50.00	325,000.00	50.00	325,000.00	50.00	325,000.00	50.00	325,000.00
41	Tracing Paper 36" x 100 yards	roll	7,650.00	-	-	-	-	-	-	-	-	-	-
42	MARKER, Highlighter, fluorescent, yellow	piece	40.00	48.00	1,920.00	12.00	480.00	12.00	480.00	12.00	480.00	12.00	480.00
43	MARKER, Highlighter, fluorescent, pink	piece	40.00	48.00	1,920.00	12.00	480.00	12.00	480.00	12.00	480.00	12.00	480.00
44	MARKER, Highlighter, fluorescent, green	piece	40.00	48.00	1,920.00	12.00	480.00	12.00	480.00	12.00	480.00	12.00	480.00
45	MARKING PEN, for whiteboard, (blue)	piece	47.50	-	-	-	-	-	-	-	-	-	-
46	MARKER PEN, for whiteboard, (black)	piece	47.50	-	-	-	-	-	-	-	-	-	-
47	MARKING PEN, permanent (Broad & Marker) black	piece	125.00	36.00	4,500.00	12.00	1,500.00	6.00	750.00	12.00	1,500.00	6.00	750.00
48	MARKING PEN, permanent (Broad & Marker) red	piece	125.00	36.00	4,500.00	12.00	1,500.00	6.00	750.00	12.00	1,500.00	6.00	750.00
49	MARKING PEN, permanent (Broad & Marker) blue	piece	125.00	36.00	4,500.00	12.00	1,500.00	6.00	750.00	12.00	1,500.00	6.00	750.00
50	PENCIL, w/ eraser, wood (Ordinary)	box	120.00	8.00	960.00	2.00	240.00	2.00	240.00	2.00	240.00	2.00	240.00
51	PHOTO Paper (200gsm) (20pcs/pack)	pack	150.00	40.00	6,000.00	10.00	1,500.00	10.00	1,500.00	10.00	1,500.00	10.00	1,500.00
TOTAL EVERY QTR.						646,175.60		583,317.60		626,951.60		602,541.60	
PROGRAM TOTAL AMOUNT:						2,458,986.40							
INVENTORY/COMMON OFFICE SUPPLIES													
1	DATA FILE BOX.	box	160.00	100.00	16,000.00	25.00	4,000.00	25.00	4,000.00	25.00	4,000.00	25.00	4,000.00
2	DATA FOLDER, w/ finger ring (Top Mechanism) A4 size	piece	250.00	400.00	100,000.00	100.00	25,000.00	100.00	25,000.00	100.00	25,000.00	100.00	25,000.00
3	DATA FOLDER, w/ finger ring (side Mechanism) A4 size	piece	250.00	20.00	5,000.00	-	-	10.00	2,500.00	-	-	10.00	2,500.00
4	DATA FOLDER, w/ finger ring (Top Mechanism) Legal size	piece	250.00	20.00	5,000.00	-	-	10.00	2,500.00	-	-	10.00	2,500.00
5	PENCIL, mechanical, for 0.50mm lead	piece	214.50	100.00	21,450.00	40.00	8,580.00	10.00	2,145.00	40.00	8,580.00	10.00	2,145.00
6	RULER	piece	27.50	20.00	550.00	5.00	137.50	5.00	137.50	5.00	137.50	5.00	137.50
7	STAMP PAD, felt pad	piece	126.50	10.00	1,265.00	5.00	632.50	-	-	5.00	632.50	-	-
TOTAL EVERY QTR.						38,350.00		36,282.50		38,350.00		36,282.50	
PROGRAM TOTAL AMOUNT:						149,265.00							