



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BILIRAN DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE VIII
Naval, Province of Biliran



Name of Procuring Entity : DPWH-BDEO

Purchase Request (P.R. No.) : 2024 - 01 - 0011

Revised on :

Date : 01 - 24 - 2024

Standard Form/Title : REQUEST FOR QUOTATION

Office/End-User : PDS, BAC, Admin, Cons, Maint

COMPANY NAME :

ADDRESS :

TEL. NO/FAX NO. :

T.I.N. :

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions set herein and submit to the BAC Secretariat for your Quotation duly signed by you or your authorized representative prior closing time at 09:00 A.M on 01 MAR 2024 after which opening of Bid will be conducted not later than 10:00 A.M., on the same day

TERMS and CONDITIONS

1. All entries must be typewritten or legibly written.
2. Delivery period within 30 Calendar days upon receipt of the approved funded Purchase Order (PO). 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:
4. One year for Equipment from date of acceptance by the end user. (Three years for IT Equipment)
5. Price validity shall be for a period of sixty (60) calendar days.
6. G-EPIS Registration Certificate/Mayor's Permit /Tax Clearance / SPA / Company ID / Orgazitional chart / DTI / ITR shall be attached upon Submission of the quotation.
7. Statement of the prospective bidder that is not blacklisted or barred from bidding by the Government or any of its agencies, office, corporations or LGU (Sec.25 .2.iv.1,R-IRR of RA No. 9184;9.2,COA Cir.2012-001)
8. Sworn affidavit of the bidder that it is not related to the head of the Procuring Entity (HOPE) by consanguinity or affinity up to the third civil degree (Sec. 47, R-IRR of RA 9184; 9.2,COA Cir.2012-001)
9. Bidders shall submit original brochures showing certifications of the product.
10. Please indicate the brand for each items being offered.
11. The approved budget ceiling for this procurement is **P355,090.00**
12. To be delivered at: DPWH, BDEO COMPOUND

ROSARIO B. ROSETE
OIC Asst. District Engineer
(BAC, Chairperson)

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Ball pen black (0.7mm)/.5mm	14	Box		
2	Ball pen Blue (0.7mm)/.5mm	2	Box		
3	Ball pen red (0.7mm)/.5mm	1	Box		
4	Pencil w/ eraser #2	37	Box		
5	Correction pen	10	Pcs		
6	Correction tape (30Mx5mm 10 pcs./box)	17	Box		
7	Glue (130 grams net)	15	Bot		
8	Eraser mars plastic	14	Pcs		
9	Permanent marker black (Quick Drying Ink, Fade Resistant, Water Resistance)	12	Pcs		
10	Permanent marker Blue (Quick Drying Ink, Fade Resistant, Water Resistance)	8	Pcs		
11	Permanent marker red (Quick Drying Ink, Fade Resistant, Water Resistance)	7	Pcs		
12	Tape dispenser good quality	9	Pcs		
13	Paper clip big plastic cover coated 10 box./cart	14	Cart		
14	Paper clip small plastic cover coated 10 box./cart	12	Cart		
15	Paper Fastener, non sharp edge, not plastic 10 box./cart	23	Cart		
16	Envelope, mailing white legal, 500pcs/box	4	Box		
17	Vellum board 10 sheet/ packA4 size	20	Pack		
18	Vellum board 10 sheet/ pack legal size	15	Pack		
19	Clip back fold 1"25mm, 12 pcs/box	10	Box		
20	Clip back fold 30mm, 12 pcs/box	15	Box		
21	Clip back fold 50mm, 12 pcs/box	10	Box		
22	Scissor 6"	27	Pcs		
23	Staple Wire No.23/10 10 box./ cart	5	Cart		
24	Staple Wire No 23/25 10 box./ cart	5	Cart		
25	Staple Wire No .35 10 box./ cart	10	Cart		
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