



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



Name of Procuring Entity : DPWH-BDEO

Purchase Request (P.R. No.):

2025 - 04 - 0053

Revised on :

Date :

04 - 28 - 2025

Standard Form/Title : **REQUEST FOR QUOTATION**

Office/End-User : QAS, Admin FS, BAC and PDS

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 Goods your Quotation duly signed by you or your authorized representative prior closing time at 09:00 A.M on 20 MAY 2025 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-EPS Registration Certificate/Mayor's Permit /Tax Clearance / SPA / Company ID / Orgazitional chart / DTI / BIR Certificate of registration (COR) / ITR (if above 500 thousand approve ABC) 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

**P365,000.00**

12. To be delivered at DPWH, BDEO COMPOUND

**LUISITO FILEMON A. ABAD**

Chief Construction Section  
(BAC, Chairperson)

| ITEM NO. | ITEMS & DESCRIPTION   | QTY | UNIT | UNIT PRICE | TOTAL PRICE |
|----------|---|-----|------|------------|-------------|
| 1        | Customized Binder Legal Size  | 650 | Pcs  |            |             |
| 2        | Customized Binder A4 Size   | 100 | Pcs  |            |             |
|          | <b>Description</b>  |     |      |            |             |
|          | Customized with hard cover and with thickness of 2.5mm or more, PVC royal blue cover white ply-leaf inside with 7cm (capacity) x 3 inches (ring distance) lever- arch file mechanism with rado lock ring pocket and DPWH (3) colored logo on spine expansion of least 75mm with white background. |     |      |            |             |
|          | X-X-X-X-X-X-X-X   |     |      |            |             |
|          |   |     |      |            |             |
|          |   |     |      |            |             |
|          |   |     |      |            |             |

(Please see attached complete specifications)

**TOTAL AMOUNT :**

**The awarding for this RFQ will be on lump-sum basis. Prospective Suppliers must quote for all the items.**

**Otherwise they will be subjected for disqualification.**

**Official Email address** [dpwhbdeobac@gmail.com](mailto:dpwhbdeobac@gmail.com)

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 noted 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.

Printed Name/Signature/Date

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