



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
**NEGROS OCCIDENTAL 2ND DISTRICT
ENGINEERING OFFICE**
Binalbagan, Negros Occidental



Name of Procuring Entity : **NEGROS OCCIDENTAL 2ND DEO**

Request for Quotation(P.R. No.) **2025-05-021**

Revised on :

Date: **May 15, 2025**

ABC: **Php123,688.00**

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

Office/End-user: **Maintenance Section**

Mode of Procurement: **Alternative Method of Procurement - Shopping 52.1 (b)**

COMPANY NAME:

PHILGEPS No.:

ADDRESS:

TCC No.:

TEL. NO./FAX NO.:

TIN:

Please submit your quotation for the item(s) listed below, which may be submitted in person at BAC Office, DPWH, Negros Occidental 2nd District Engineering Office, Binalbagan, Negros Occidental, or thru registered mail, facsimile or mail, not later than **10:00 A.M. of May 21, 2025**.

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 must be within **30 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 and one (1) year for 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 Number** and **Mayor's/Business Permit** shall be attached upon submission of the Quotation.
DTI/SEC and Latest Tax Clearance shall be submitted before the award of the Purchase Order (P.O.).
6. Bidders must quote for all of the items. Indicate offered brand and model. 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 with thereby incurring any liability to the affected bidder.


MARJORIE G. DIÑO
Engineer III
BAC Chairperson

Item No.	ITEMS and DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	P.R. NO. 2025-05-021 (SUBM No. 2025-05-05):				
	Procurement of Office Supplies for use in Maintenance				
	Section within the DPWH, Negros Occidental 2nd District				
	Engineering Office, Binalbagan, Negros Occidental.				
1	Arch file, 3", A4 Royal blue	100	pc.		
2	Ballpen, My gel (black)	10	box.		
3	Bond paper, A4 size (Sub 20)	100	ream		
4	Bond paper, Legal size (Sub 20)	10	ream		

Please specify brand names & model, if applicable.

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 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.

Telefax: 3888-256/60014
maravilla.glory_june@dpwh.gov.ph

Signature Over Printed Name/Date

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

Dates of Publication

PhilGEPS and DPWH Website: **May 16 - 21, 2025**

R06.21 MTT/GJTM/MGD