



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**MOUNTAIN PROVINCE SECOND  
DISTRICT ENGINEERING OFFICE**  
Natonin, Mountain Province, Cordillera Administrative Region



Name of Procuring Entity:DPWH-MPSDEO Request for Quotation Number(P.R. No.): **PR NO. 2024-06-024**

Revised on: Date: **June 10, 2024**

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

COMPANY NAME: DPWH-MPSDEO

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 later than 10:00 A.M. of June 14, 2024 in the return envelope attached herewith, to the BAC Secretariat, Procurement Unit DPWH-MPSDEO, Natonin, Mountain Province.

**TERMS AND CONDITIONS:**

- All entries must be typewritten or legibly written.
- Delivery period within Thirty (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.
- Warranty shall be for a minimum of three (3) months for supplies & 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.
- For Suppliers, the two (2) envelope system will be followed. The first envelope shall contain & shall be attached upon submission the following documents: Certified Copy of PHILGEPS Registration Certificate, Mayors Permit, DTI and National Tax Clearance. The second envelope Which will contain the Request for Quotation(RFQ) shall only be opened after the first is declared complying.
- Bidder shall submit original brochures showing specifications of the product. (For office equipment).
- Please indicate the brand and description for each items being offered.
- Electronic Bidding will not be adopted for the Receipt of Bids in this procurement.
- The approved budget ceiling for this procurement is

**PHP 326,780.00**

**ROLAND B. MATIAS**

Assistant District Engineer  
BAC Chairman

| ITEM NO. | ITEMS AND DESCRIPTION                                                         | QTY. | UNIT  | UNIT PRICE | TOTAL PRICE |
|----------|-------------------------------------------------------------------------------|------|-------|------------|-------------|
| 1        | Paper, Multicopy, A4, 80gsm                                                   | 25   | reams |            |             |
| 2        | Paper, Multipurpose, A3,70gsm                                                 | 20   | reams |            |             |
| 3        | Text liner/highlighter (Faber -Castle)                                        | 10   | packs |            |             |
| 4        | water dispenser(hot and cold) TIXX                                            | 1    | pcs   |            |             |
| 5        | Round Water Dispenser Colored Container 20L w/free non spill half cap w/cover | 5    | pcs   |            |             |
| 6        | water dispenser(hot and cold)                                                 | 1    | pc    |            |             |
| 7        | heavy duty A4 laminator                                                       | 1    | pcs.  |            |             |
| 8        | hard drive 2Tb                                                                | 10   | box   |            |             |
| 9        | ruler(12 inch)                                                                | 20   | pcs   |            |             |
| 10       | heavy duty scissors                                                           | 15   | pcs   |            |             |
| 11       | long folder                                                                   | 1    | box   |            |             |
| 12       | short folder                                                                  | 1    | box   |            |             |
| 13       | long envelope                                                                 | 1    | box   |            |             |
| 14       | short envelope                                                                | 1    | box   |            |             |
| 15       | expanding envelope                                                            | 1    | box   |            |             |
| 16       | standard staple wire(No. 35)                                                  | 30   | box   |            |             |
| 17       | extension wire(10mm)Heavy duty Yasmos 5M-40M Extension Cord Socket            | 5    | pcs.  |            |             |
| 18       | CD.RW, 4.7 GB                                                                 | 10   | box   |            |             |
| 19       | friction pen (black)-Pilot                                                    | 3    | box   |            |             |
| 20       | T-Shirt with collar                                                           | 210  | pcs   |            |             |
| 21       | Rain Coat rubberized,with DPWH logo(waterproof with pant)                     | 80   | pcs   |            |             |
| 22       | Padlock heavy duty                                                            | 2    | pcs   |            |             |

**TOTAL**

Brand and Model: \_\_\_\_\_

Delivery Period: \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/e 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.

Printed Name/Signature/Date

Email Address:mpsdeocar@gmail.com

c/o BAC Secretariate-Goods

Tel. No./CellphoneNo./Email Address