

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Regional Office I  
City of San Fernando (La Union)

Name of Procuring Entity : DPWH-ROI	Request for Quotation No. : 2024-06-038
Revised on :	Date : June 22, 2024
Standard Form/Title <b>REQUEST FOR QUOTATION</b>	Office/End-User : DPWH ROI

**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 later than 10:00 AM of June 26, 2024 manually thru sealed envelop, to the BAC Secretariat, DPWH Regional Office I, Aguila Road, San Fernando City (La Union).

**TERMS and CONDITIONS**

1. All entries must be typewritten or legibly written.
2. Delivery period: within 3 ( Three ) calendar 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 & materials; one year for Equipment; 3 years for IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. Mayor's/ Business Permit, PhilGEPS Registration Certificate, shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product.
7. Please indicate the brand of each items being offered.
8. The approved budget ceiling for this procurement is : **PHP 12,786.40**

  
**GERRY G. JUCAR**  
Chief, Construction Division  
BAC Chairman

Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	CERTIFICATE HOLDER, short, blue	-5-	pc		
2	CLIP, backfold, 3/4"	-5-	box		
3	ID CARD JACKET, with lace, transparent, horizontal	-50-	pc		
4	INK, BROTHER BTD60 B	-5-	btl		
5	INK, BROTHER BTD60 C	-2-	btl		
6	INK, BROTHER BTD60 Y	-2-	btl		
7	INK, BROTHER BTD60 M	-2-	btl		
8	PAPER PARCHMENT, short, white 10's	-6-	pack		
9	SIGNPEN, gel, 0.5mm ball needle point, black	-50-	pc		
10	TAPE, Masking 2"	-2-	roll		
11	FASTENER, plastic	-2-	box		
12	Glass cleaner, 500 ml	-1-	pc		
13	Muriatic acid, Industrial, 1 ltr./btl.	-1-	btl		
14	Soap, liquid hand soap with pump, 225 ml	-1-	btl		
15	Tissue paper, 3ply, 9pcs/pack	-1-	pack		
16	Toilet bowl & urinal cleaner, 500 ml	-1-	btl		

**TOTAL AMOUNT IN FIGURES:**

**TOTAL AMOUNT IN WORDS:**

**PURPOSE: Supply and Delivery of Office Supplies for the Conduct of Training on Project Documentation on July 1-5, 2024**

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.*

The awarding for this RFQ will be on a lump-sum basis. Prospective suppliers must quote for all of the items, otherwise, they will be subjected for disqualification.

Printed Name / Signature / Date

Telefax: (072) 242-93-51  
c/o BAC Secretariat

Publication: June 22, 2024

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