

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. :	2025-04-017
Revised on :	Date :	April 15, 2025
Standard Form/Title	REQUEST FOR QUOTATION	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 April 21, 2025 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 60 (Sixty) 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, Income/ Business Tax Return, Omnibus Sworn Statement, 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 699,520.84**


ARTURO F. PREPOSE
Chief, Quality Assurance and Hydrology
Division
BAC Vice Chairman

Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	I. Office Supplies				
	A. Office Consumable				
	Logbook; size: 216mm x 279mm, 500pages (eye care white shade)	-13-	pcs		
	Customized Binders A4 size with hard cover and with thickness of 2.5mm or more, PVC royal blue cover white ply -leaf inside with 7cm (capacity) x 3" (ring distance) lever-arch file mechanism with rado lock ring pocket and DPWH logo on spine expansion of at least 75mm with white background, (Side)	-16-	pcs		
	Highlighter, green	-60-	pcs		
	Sign pen , black (0.5mm)	-122-	pcs		
	Stapler, 26/6, (with staple wire: 5box)	-8-	pcs		
	Staple wire 26/6	-21-	boxes		
	Brown Envelope, size: short	-35-	pcs		

TOTAL AMOUNT IN FIGURES:

TOTAL AMOUNT IN WORDS:

PURPOSE: Purchase and Delivery of Office Supplies, Office Equipment and Occupational and Safety Health Program for used of Dredge Crew in connection with the Dredging Project of Region I

Brand and Model: _____
Delivery Period: _____

Warranty : _____
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.

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Printed Name / Signature / Date

Publication: April 15, 2025

Telofax: (072) 242-03-51
c/o BAC Secretariat

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

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DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

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ARTURO F. REPOSE
Chief, Quality Assurance and Hydrology
Division
BAC Vice Chairman

Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Brown Envelope, size: long	-310-	pcs		
	Ballpen, black (0.5mm)	-39-	boxes		
	Pencil No. 2	-22-	boxes		
	Paper Clips (50mm)	-12-	boxes		
	Black binder clips (1 1/4" inch)	-17-	boxes		
	Date stamp, 5mm, (mm-dd-yyyy)	-3-	pcs		
	Stamp pad ink, blue	-6-	set		
	Permanent marker, black, broad	-23-	pcs		
	Plastic Envelope, long	-120-	pcs		
	Plastic Envelope, long with handle	-40-	pcs		
	White Folder, long (100pcs/box)	-6-	boxes		
	Ink, 003 (Black, Cyan, Magenta, Yellow)	-16-	sets		
	Packaging/masking Tape brown/clear (200m), 2"	-10-	pcs		
	Correction Tape, 10m x 5mm	-19-	pcs		

TOTAL AMOUNT IN FIGURES:

TOTAL AMOUNT IN WORDS:

PURPOSE: Purchase and Delivery of Office Supplies, Office Equipment and Occupational and Safety Health Program for used of Dredge Crew in connection with the Dredging Project of Region I

Brand and Model: _____

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ARTURO E. PREPOSE
Chief, Quality Assurance and Hydrology
Division
BAC Vice Chairman

Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Laminating Pouch film 250mic, A3 size	-1-	roll		
	White Board Marker, Black	-10-	boxes		
	White Board Marker, Red	-10-	boxes		
	White Board Marker Blue	-9-	boxes		
	Janitorial Supplies				
	Bar Soap (for antibacterial handwashing), (85 grams)	-200-	pcs		
	Disinfectant, Spray, 170g)	-65-	cans		
	Detergent, Powder, all purpose, 1kg	-95-	packs		
	Alcohol, Isopropyl, 70%, gal	-68-	gal		
	Cleaning Towel, absorbent & quick drying, 10pcs/pack	-123-	packs		

TOTAL AMOUNT IN FIGURES:

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BAC Vice Chairman

Item No.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	B. IT Equipment Supplies				
	External Hard Drive (2TB, SSD, USB3.0)	-6-	pcs		
	Uninterruptible Power Supply, 1200 VA	-6-	pcs		
	II. Occupational Safety and Health Program	-0-	0.00		
	A. Fire Fighting Equipment	-0-	0.00		
	Fire Extinguisher, dry powder, 10lbs	-4-	units		
	Fire Extinguisher ball, dry powder, 1.3kg	-2-	units		
	B. First Aid Kit				
	First Aid Kit, ANSI Z308-1-2015 Minimum Requirements for Workplace	-7-	Lump Sum		
	C. Safety Sinages (3ftx5ft) Tarpaulin				
	Caution: Slippery when wet	-8-	pcs		
	Danger Remain Outside the Spoil Site	-10-	pcs		
	Personal Protective Equipment must be worn	-10-	pcs		
TOTAL AMOUNT IN FIGURES:					

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 ARTURO A. PREPOSE Chief, Quality Assurance and Hydrology Division BAC Vice Chairman			
Item No.	ITEM & DESCRIPTION	QTY.	UNIT PRICE
	Danger, No Swimming, On-going Dredging Operation	-10-	pcs
	Danger, Keep out Near Dredging Site	-10-	pcs
	Safety First	-10-	pcs
TOTAL AMOUNT IN FIGURES:			
TOTAL AMOUNT IN WORDS:			
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Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

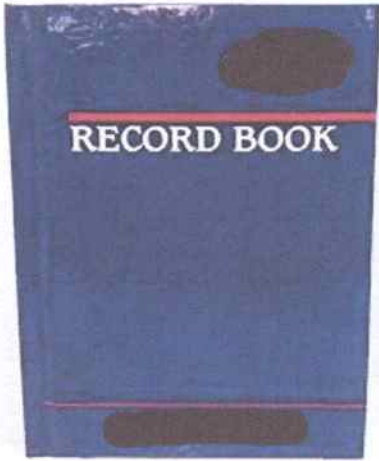
[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

OFFICE CONSUMABLES



**Coupon Bond size (A4
and folio size (8.5x13))**



**Logbook; size: 216mm
x 279mm, 500pages**



**Customized binder, (side),
A4 Size with DPWH logo**



Highlighter, green



**Sign Pen Black
(0.5mm)**



Sign pen Blue (0.5mm)



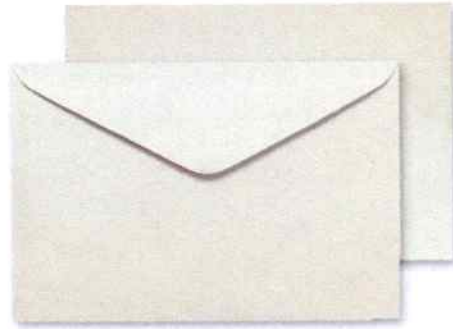
Sign pen Red (0.5mm)



**Stapler, 26/6, (with
staple wire: 5box)**



Staple Wire 26/6



**Brown Envelope Long
and Short**



Ballpen, Black (0.5mm)



Pencil No. 2



Paper Clips, 50mm



**Black binder clips, 1 ¼
inch**



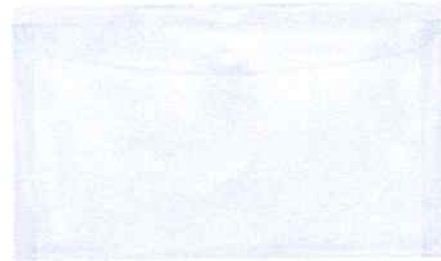
**Date stamp, 5mm,
(mm-dd-yyyy)**



Stamp pad ink, blue



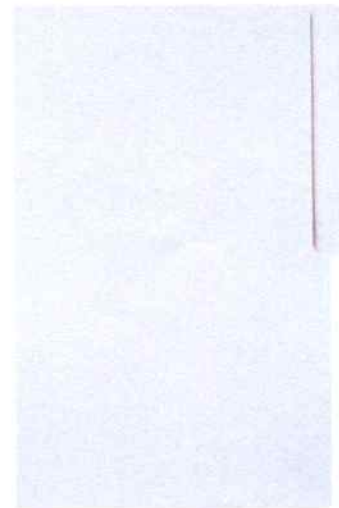
**Permanent marker,
black, broad**



Plastic Envelope, long



**Plastic Envelope, long
with handle**



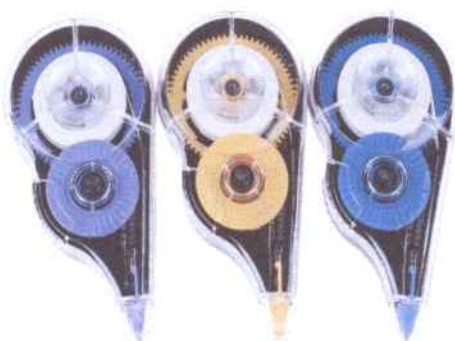
**White Folder, long,
100pcs/box**



**Ink, 003 (Black, Cyan,
Magenta, Yellow)**



**Packaging/masking
Tape brown/clear
(200m), 2"**



**Correction Tape,
10m x 5mm**



**Laminating Pouch film
250mic, A3 size**



**White Board Marker,
Black, Blue, Red**



**Bar Soap (for
antibacterial
handwashing), 85g**



**Disinfectant, spray
170grams**



**Detergent, Powder, all
purpose, 1kg**



Alcohol, gal



Cleaning towel



**Fire Extinguisher dry
powder, 10lbs**



**Fire Extinguisher ball
dry powder, 1.3kg**



First aid kit

SAFETY SIGNAGES (3 FT x 5 FT) TARPAULIN



**Caution: Slippery
when wet**



**Danger Remain
Outside the Spoil Site**



**Safety equipment
must be worn
on site**

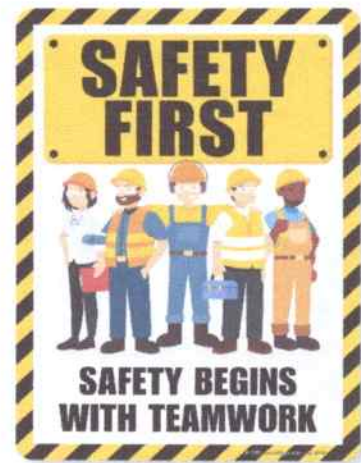
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**Danger, Keep out Near
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Safety First