Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BUKIDNON 1ST DISTRICT ENGINEERING OFFICE
Malaybalay City, Bukidnon, Region X

Name of Procuring Entity:	Request for Quotation (P.R No.): PR. 2024-12-0500
Revised on:	Date: DEC 17 2024
Standard Form/ Title: **REQUEST FOR QUOTATION**	Office/End-user: **Quality Assurance Section**

COMPANY NAME:		PhilGEPS No.:	
ADDRESS:		TCC No:	
TEL. NO./FAX NO:		TIN:	

(SMALL VALUE PROCUREMENT ABOVE 50K)

Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your sealed quotation and other requirements duly signed by your representative not later than **10:00am** of DEC 23 2024 at the **DE's Cottage Conference Room of Bukidnon 1st DEO, DPWH, Malaybalay City**.

Please observe proper sealing and marking of bids. All envelopes must contain the RFQ number and name to be bid, name and address of the bidder and address to the BAC Chairman & bear a warning "DO NOT OPEN BEFORE . . . date and time for the opening. No bids shall be submitted through email. Sealed quotation must meet the following requirements.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written
2. **Delivery period** is within _____ 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 reasons.
3. **Warranty** must be submitted after acceptance by the procuring entity of the delivered supplies in the following conditions and terms of warranty:
   - **Expendable Supplies** (consumed in used within 1 year like fuel, spareparts and etc.) **-3 MONTHS**
   - **Non-Expandable Supplies** (serviceable in more than one (1) year like furniture, fixures and etc.) **-1 YEAR**
   - **IT Equipments** (computers, printers and etc.) **-3 YEARS**
4. **Price validity** shall be for a period of sixty (60) calendar days.
5. PhilGEPS Registration , Mayor's Permit , DTI , Income/Business Tax Return, Tax Clearance Certficate and Omnibus Sworn Statement shall be attached upon submission of quotation.
6. Bidders shall submit original brochures showing certifications of the product , if applicable
7. Please indicate the **"BRAND NAME/MODEL"** for each items being offered
8. The approved budget ceiling (**ABC**) for this procurement is **PHP 94,500.00**
9. 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.
10. For **FUEL**, Unit price may change subject for flactuation of current pump price upon withdrawal of fuel.
11. Supplier must have an official store/rergistered establishment - Geotagged Photos of Actual Store of Supplier (Outside and Inside) must submit along with their quotation.

SARAH JANE B. LAGRAMA
OIC-Assistant District Engineer
BAC Chairperson

ITEM NO.	ITEM AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	**Lever Arch Binder (Portrait)**	270	pcs		
	Specs:				
	A4 size with hard cover line, Royal blue				
	and white plyleaf with 3 inches spine.				
	Lever arch trails, ring , pocket, and				
	colored logo on spine.				
	x-x-x-x-x-x-x-x				
				TOTAL	

Purpose: Supply and Delivery of 270 pcs. lever arch binder for use in the Quality Assurance Section, Bukidnon 1st DEO, Malaybalay City

Brand and Model: _____ **Warranty:** _____
Delivery Period: _____ **Price Validity:** _____

After having carefully read and accepted your General Conditions, I/We qoute you on the items at prices noted above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that concur with the Terms and Conditions specified by DPWH.

_____
Printed Name & Signature, Date

_____
Contact Number/E-mail Address