



Republic of the Philippines  
 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**QUIRINO DISTRICT ENGINEERING OFFICE**  
 Cabarroguis, Quirino, Region II



Procuring Entity	: DPWH - QDEO	P.R. No.	: 2024-03-29
Revised on	:	Date	: 03/12/2024
Standard Form/Title	: <b>REQUEST FOR QUOTATION</b>	Office/End User	: Administrative Section
COMPANY NAME *	:		
ADDRESS *	:		
TEL. NO. /FAX. No. *	:	TIN *	:
PhilGEPS Reg. No. *	:	Email *	:

Please quote your lowest price on the item(s) listed, 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 **April 8, 2024** in the return envelope attached herewith, to the Bids and Award Committee, Quirino District Engineering Office, Cabarroguis, Quirino.

- TERMS and CONDITIONS:**
- All entries must be type written or legibly written.
  - Delivery period within **30 CD** upon receipt of the approved funded Purchased 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 and materials; One (1) year for Equipment; Three (3) years IT Equipment from date of acceptance by the end user.
  - Price Validity shall be for a period of 60 calendar days
  - A. PhilGEPS Registration Number  
B. Mayor's Permit shall be attached upon submission of the quotation.
  - Please indicate the brand for each items being offered.
  - The approved budget ceiling for this procurement is **P 40,822.00**

*Russell G. Lozano*  
**RUSSELL G. LOZANO**  
 Chief, Planning and Design Section  
 BAC Chairman

ITEM No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Rubber Stamp 6 cm x 2 cm w/ handle for Budget Officer	3	pc		
2	Rubber Stamp 5 cm x 1.5 cm (for Admin. Section)	6	pc		
3	Rubber Stamp 3 cm x 1.5 cm (for Finance Section)	1	pc		
4	Table Sign, Acrylic	3	pc		
5	Ribbon, 1"	5	roll		
6	Engraved Plaque, Glass, Large	1	pc		
7	Invitation Envelope	30	pc		
8	Sticker Paper, A4	4	pack		
9	Tarpaulin, 4'x6'	3	pc		
10	Engraved Plaque, glass, medium	1	pc		
11	Tarpaulin, 4'x8'	2	pc		
12	Signature Frame	1	pc		

**2024-03-29 - Purchase of Office Supplies for use in the Administrative Section, and Finance Section, this district**  
 Place of Delivery:  
 The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all items. Otherwise they will be subjected for disqualifications

Posting: April 4, 2024	TOTAL PHP
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TOTAL AMOUNT IN WORDS:

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

After having carefully read and accepted your General Conditions, I/We quote you on the item 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

\_\_\_\_\_  
 Tel. No./CP No. & email address

**Note: Fill out all Fields with Asterisk \***