



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**REGIONAL OFFICE II**  
Dalan na Pavvurulun, RGC, Carig Sur, Tuguegarao City, Cagayan



Procuring Entity : DPWH – R02  
Standard Form/Title : **REQUEST FOR QUOTATION**  
Revised on : \_\_\_\_\_  
COMPANY NAME : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
TEL. N°./FAX. N° : \_\_\_\_\_  
T.I.N. : \_\_\_\_\_

RFQ No. : 2024-05-058  
Date : May 21, 2024  
Office/End User : Planning and Design Division

Please quote your lowest price on all the items listed, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than 10 o'clock of 5/28, 2024 in a sealed envelope to the Procurement Unit, DPWH Regional Office 02, Tuguegarao City and will be opened on the same day at 10 o'clock.

**TERMS and CONDITIONS:**

1. All entries must be type written or legibly written.
2. Delivery period within 30 calendar days upon receipt of the approved funded Purchase/Work Order. Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA9184 shall be imposed for non-delivery without valid reason.
3. Warranty: Yes ☐; No ☒  
If yes, shall be for a minimum of three (3) months for supplies and materials; One (1) year for Equipment from date of acceptance by the end user.
4. Price Validity shall be for a period of 30 calendar days
5. PhilGEPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation.
6. All items shall be procured as "One Lot"
7. Liquidated Damages pursuant to Sec. 68 of the Revised IRR-RA9184 shall be imposed for non-delivery without valid reason.
8. Performance Bond: Yes ☐; No ☒
9. Incomplete quotation shall be declared non-responsive.
10. The approved budget ceiling for this procurement is Php **51,839.00**
11. Omnibus Sworn Statement: Yes ☐; No ☒
12. You may submit your Quotation and Requirements through [casem.hilario@dpwh.gov.ph](mailto:casem.hilario@dpwh.gov.ph).

**EDITHA BABARAN, CSEE**  
Assistant Regional Director  
(BAC Chairperson)

Item No.	ITEM & DESCRIPTION	Brand and Model	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Bond Paper (A4 size; 80 gsm)		50	Reams		
2	Photo Paper (A-3 size; 80 gsm)		30	Reams		
3	Ring Binder ¾'		3	Bundles		
4	Gel Pen (12 pcs; Retractable; Black; 0.5mm)		10	Boxes		
5	Gel Pen (12 pcs; Retractable; Blue; 0.5mm)		10	Boxes		
6	Pencil, #2		10	Boxes		
7	Stapler (26/6)		10	Boxes		
8	Binder Clip (41 mm)		5	Boxes		
9	Paper Clip (50mm)		5	Boxes		
10	Staple Wire		50	Boxes		
11	Scotch Tape (3/4", 100m)		20	Rolls		
12	Glue (Tube)		5	Pcs		
13	Engineers Field Book		100	Pcs		
	X-X-X-X					
	For use in the Planning and Design Division (SR2024-03-012474)					

Brand and Model :  
Delivery Period :

Warranty :  
Price Validity :

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

Printed Name / Signature / Date

Tel. No./CP No. & email address

Website: [www.dpwh.gov.ph](http://www.dpwh.gov.ph)  
Tel. No. : (078) 304-7724

