



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 – Regional Office II RFQ No. : 2024-09-081  
Standard Form/Title : **REQUEST FOR QUOTATION** Date : October 2, 2024  
Revised on : Office/End User : Administrative Division  
COMPANY NAME :  
ADDRESS :  
TEL. No./FAX. No. :

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 10/8, **2024** in a sealed envelope to the Procurement Staff, DPWH Regional Office II, Tuguegarao City, Cagayan 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 ✓ (For Item Nos. 1,2,4 and 20)  
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 187,250.00**
11. Omnibus Sworn Statement (Small Value Procurement): Yes     ; No
12. You may submit your Quotation and Requirements through  
[casem.hilario@dpwh.gov.ph](mailto:casem.hilario@dpwh.gov.ph) / [capelo.kristel@dpwh.gov.ph](mailto:capelo.kristel@dpwh.gov.ph)

  
**BERNARD T. CALABAZARON**  
Chief, QAH Division  
(BAC Chairperson) *h*

| Item No. | ITEM & DESCRIPTION                                        | Brand and Model | QTY | UNIT  | UNIT PRICE | TOTAL PRICE |
|----------|-----------------------------------------------------------|-----------------|-----|-------|------------|-------------|
| 1        | Ballpen, Blue (300), Black (300), Red (50)                |                 | 650 | Pcs   |            |             |
| 2        | Battery, AA                                               |                 | 300 | Packs |            |             |
| 3        | Battery, AAA                                              |                 | 50  | Packs |            |             |
| 4        | Philippine Flag, Big                                      |                 | 10  | Pcs   |            |             |
| 5        | Clip Backfold, 25mm                                       |                 | 100 | Pcs   |            |             |
| 6        | Clip Backfold, 50mm                                       |                 | 100 | Pcs   |            |             |
| 7        | Index Card, 1/2                                           |                 | 5   | Pad   |            |             |
| 8        | Fluorescent Marker, (Green & Yellow)                      |                 | 50  | Pcs   |            |             |
| 9        | Notepad, 3x3                                              |                 | 50  | Pcs   |            |             |
| 10       | Packing Tape                                              |                 | 50  | Rolls |            |             |
| 11       | Sign Pen, .7 (Red: 50pcs., Black: 250pcs. & Blue: 50pcs.) |                 | 350 | Pcs   |            |             |
| 12       | Laid Paper White Legal 200gsm                             |                 | 10  | Reams |            |             |
| 13       | Laid Paper White A4 180gsm                                |                 | 10  | Reams |            |             |

| Item No. | ITEM & DESCRIPTION               | Brand and Model | QTY | UNIT    | UNIT PRICE | TOTAL PRICE |
|----------|----------------------------------|-----------------|-----|---------|------------|-------------|
| 14       | Air Freshener, 320ml             |                 | 60  | Cans    |            |             |
| 15       | Disinfectant Spray, 510g         |                 | 60  | Cans    |            |             |
| 16       | Detergent Powder, 550grams       |                 | 200 | Packs   |            |             |
| 17       | Insecticide, 500ml               |                 | 80  | Cans    |            |             |
| 18       | Hard Broom                       |                 | 80  | Pcs     |            |             |
| 19       | Soft Broom                       |                 | 80  | Pcs     |            |             |
| 20       | Toilet Bowl Cleaner              |                 | 150 | Bottles |            |             |
| 21       | Bleaching Liquid                 |                 | 80  | Bottles |            |             |
|          | X-X-X-X-X-X                      |                 |     |         |            |             |
|          | For Stock of the Regional Office |                 |     |         |            |             |
|          |                                  |                 |     |         | TOTAL      |             |

Delivery Period  
Warranty

:  
:

Price Validity

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

Printed Name / Signature / Date

Tel. No./CP No. & email address