



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  
Standard Form/Title : **REQUEST FOR QUOTATION**  
Revised on :  
COMPANY NAME :  
ADDRESS :  
CONTACT NUMBER :  
T.I.N. :  
RFQ No. : 2025-05-057  
Date : June 02, 2025  
Office/End User Unit : Administrative 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 10:00 A.M.** on June 9, 2025, in a sealed envelope to the Procurement Staff, DPWH Regional Office II, Tuguegarao City, Cagayan and will be opened on the same day at 10:00 AM.

**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 Order. Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA9184 shall be imposed for non-delivery without valid reason.
3. Warranty 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. Documentary Requirements 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. You may submit your Quotation and Requirements through [casem.hilario@dpwh.gov.ph](mailto:casem.hilario@dpwh.gov.ph) or [capelo.kristel@dpwh.gov.ph](mailto:capelo.kristel@dpwh.gov.ph)

  
**BERNARD T. CALABAZARON**  
Chief, QAH Division  
BAC Chairperson

**Approved Budget Ceiling: P478,308.60**

Mode of Procurement: Shopping

**Documentary Requirements**

Mayor's Permit :	/	PhilGEPS Reg. No. or Reg. Certificate :	/
DTI/SEC :	/	Income/ Business Tax Return :	/
Tax Clearance Certificate :	/	Omnibus Sworn Statement :	

Item No.	Item Description	Brand & Model	Quantity	Unit	Unit Cost	Total Cost
1	Ballpen		444	pc		
2	Battery, AAA		150	pack		
3	Battery, AA		138	pack		
4	Bondpaper, A3 80gsm		316	ream		
5	Envelope Documentary, A4		734	pc		
6	Envelope Expanding		1008	pc		
7	Mailing Envelope		57	box		
8	Philippine Flag		1	pc		
9	Folder tagboard, A4		24644	pc		
10	Folder tagboard, legal		1454	pc		
11	Notepad 3x3		224	pc		
12	Scissor		32	pc		
13	Disinfectant Spray 100ml		115	can		
14	Toilet Bowl Cleaner 500ml		93	bot		
15	Bleaching Liquid 1000ml		55	bot		

Item No.	Item Description	Brand & Model	Quantity	Unit	Unit Cost	Total Cost
16	Puncher		28	pc		
17	Carbon Paper		1	pack		
18	Powder Detergent 500g		96	pack		
19	Toilet Deodorant Cake , Big		75	pc		
	X-X-X-X-X-X					
	For use of DPWH Regional Office II					
<b>TOTAL</b>						

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. 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.

Name & Signature of Supplier : \_\_\_\_\_  
Date : \_\_\_\_\_  
Contact Number : \_\_\_\_\_