



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
BOHOL 2<sup>ND</sup> DISTRICT ENGINEERING OFFICE  
Ubay, Bohol, Region VII



24-06-056

Name of Procuring Entity : Request for Quotation (P.R. No.) :  
Revised on : Date : JUN 10 2024  
Standard Form/Title : Office/End-User : MAINTENANCE SECTION

REQUEST FOR QUOTATION

COMPANY NAME :

ADDRESS :

TEL NO./FAX NO. :

TIN No. :

Please quote your lowest price on the item(s) listed below subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not after 10:00 A.M. of \_\_\_\_\_ in the return envelope attached herewith to the BAC Secretariat for Goods, DPWH Bohol 2nd Engineering District, Ubay, Bohol.

TERMS AND CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within 15 Calendar Days upon receipt of the approved funded Purchase Order (P.O.) Administrative penalties pursuant to Sec. 69 of the Revised IRR RA 9194 shall be imposed for none delivery without valid reason.
3. Warranty shall be for a minimum of three(3) months for supplies and materials, one year for Equipment from date of acceptance by the end user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. G-EPIS Registration Certificate/Mayor's Permit/Philgeps/Tax Clearance/DTI - Sec/Income Tax Return/ Omnibus Sworn Statement upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product if applicable.
7. Please indicate the brand of each items being offered.
8. The approved budget ceiling for this procurement is **P678,620.00**.

APPROVED FOR POSTING

THERESA OLIVIA F LOPES

DISTRICT PUBLIC INFORMATION OFFICER  
SIGNATURE:

DATE:

MARTINA A. PELARADA

BAC CHAIRMAN

| ITEM NO. | ITEMS & DESCRIPTION                                                                                 | QUANTITY | UNIT   | UNIT PRICE | TOTAL PRICE |
|----------|-----------------------------------------------------------------------------------------------------|----------|--------|------------|-------------|
| 1        | Office Chair (Mid-Back Mesh Chair w/ arm rest, w/ tilt mechanism w/ seat height adjustment (black)) | 33.00    | set    |            |             |
| 2        | Roller Blinds Block Out Series (1100mm x 1800mm)                                                    | 10.00    | set    |            |             |
| 3        | Roller Blinds Block Out Series (900mm x 1600mm)                                                     | 11.00    | set    |            |             |
| 4        | Roller Blinds Block Out Series (1650mm x 2550mm)                                                    | 1.00     | set    |            |             |
| 5        | Roller Blinds Block Out Series (1300mm x 2550mm)                                                    | 3.00     | set    |            |             |
| 6        | Frosted Sticker at D1 (800mm x 1500mm)                                                              | 30.00    | sq.ft. |            |             |
| 7        | Frosted Sticker at D2 (900mm x 1500mm)                                                              | 15.00    | sq.ft. |            |             |
| 8        | Frosted Sticker at D3 (1100mm x 1500mm)                                                             | 20.00    | sq.ft. |            |             |
| 9        | Frosted Sticker at D4 (1700mm x 1500mm)                                                             | 30.00    | sq.ft. |            |             |
| 10       | Frosted Sticker at D5 (700mm x 1500mm)                                                              | 15.00    | sq.ft. |            |             |
| 11       | Frosted Sticker at Fixed Glass (1600 x 1500mm)                                                      | 30.00    | sq.ft. |            |             |
| 12       | Frosted Sticker at Fixed Glass (1800 x 1500mm)                                                      | 45.00    | sq.ft. |            |             |
|          |                                                                                                     |          |        |            |             |
|          |                                                                                                     |          |        |            |             |

Purpose: For use in the Rehabilitation (Completion) of DPWH Motorpool, DPWH Bohol 2nd DEO, Ubay, Bohol,

Brand and Model: \_\_\_\_\_ Warranty: \_\_\_\_\_  
Delivery period: \_\_\_\_\_ Price Validity: \_\_\_\_\_

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) 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 Condition specified by DPWH.

Tel No. : 518-8051  
Email address : dpwhboh2@yahoo.com

Printed Name / Signature / Date  
Tel No. / Cellphone No. / E-mail Address

Website: www.dpwh.gov.ph  
Tel. No(s): (038) 518 8051



# DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Name of Office: **BOHOL 2ND DEO**  
Office Location: **Ubay, Bohol**

## FINAL ANNUAL PROCUREMENT PLAN FOR FY 2024

| PROCUREMENT SCHEDULE |                                          |                         |                    |                                     |                        |                                                            |                                          |                         |                             |                            |
|----------------------|------------------------------------------|-------------------------|--------------------|-------------------------------------|------------------------|------------------------------------------------------------|------------------------------------------|-------------------------|-----------------------------|----------------------------|
| P.R. No.             | Contract Package (Description)           | Procurement Method      | ABC: (Fund Source) | Pre-Procurement Conference (1 c.d.) | Advertisement (7 c.d.) | Pre-Bid Conference (1 c.d.) 12 or before submission of bid | Submission and Receipts of Bids (1 c.d.) | Bid Evaluation (1 c.d.) | Post-Qualification (1 c.d.) | Award of Contract (2 c.d.) |
|                      |                                          |                         |                    |                                     |                        |                                                            |                                          |                         |                             |                            |
|                      | Common Office Supplies                   |                         |                    |                                     |                        |                                                            |                                          |                         |                             |                            |
|                      | 1. Common Office Supplies                | shopping                | 6,138,822.62       |                                     |                        |                                                            |                                          |                         |                             |                            |
|                      | 2. Common Computer Supplies/Consumables  | shopping                | 13,172,981.90      |                                     |                        |                                                            |                                          |                         |                             |                            |
|                      | 3. Common Janitorials Supplies           | shopping                | 963,860.70         |                                     |                        |                                                            |                                          |                         |                             |                            |
|                      | 4. Common Office Equipment               | shopping                | 4,268,569.00       |                                     |                        |                                                            |                                          |                         |                             |                            |
|                      | 5. IT Equipment and Software             | shopping                | 30,962,733.59      |                                     |                        |                                                            |                                          |                         |                             |                            |
|                      | 6. Common Electrical Supplies            | shopping                | 1,462,373.50       |                                     |                        |                                                            |                                          |                         |                             |                            |
|                      | 7. Other Categories                      | Public Bidding/Shopping | 117,084,804.77     |                                     |                        |                                                            |                                          |                         |                             |                            |
|                      | INVENTORY                                |                         |                    |                                     |                        |                                                            |                                          |                         |                             |                            |
|                      | 1. Inventory/Common Office Supplies      | shopping                | 881,625.50         |                                     |                        |                                                            |                                          |                         |                             |                            |
|                      | 2. Inventory/Common Computer Supplies    | shopping                | 2,559,684.90       |                                     |                        |                                                            |                                          |                         |                             |                            |
|                      | 3. Inventory/Common Office Devices       | shopping                | 113,165.80         |                                     |                        |                                                            |                                          |                         |                             |                            |
|                      | 4. Inventory/Common Janitorials Supplies | shopping                | 217,229.12         |                                     |                        |                                                            |                                          |                         |                             |                            |
|                      | 5. Inventory/Common Office Equipment     | shopping                | 151,472.00         |                                     |                        |                                                            |                                          |                         |                             |                            |
|                      | 6. Inventory/IT Equipment and Software   | shopping                | 161,200.00         |                                     |                        |                                                            |                                          |                         |                             |                            |
| Total Budget Amount  |                                          |                         | Php 178,138,523.40 |                                     |                        |                                                            |                                          |                         |                             |                            |

PREPARED BY:

RECOMMENDED BY:

APPROVED BY:

**PRIMITIVA E. ABAN**  
Procurement Engineer

**MARTIN A. PELARADA**  
BAC Chairman

**FERNANDO J. TALAGSA**  
OIC - District Engineer

<sup>1</sup>PR No. = Purchase Request No.  
<sup>2</sup>ABC = Approved Budget for the Contract

The BAC Secretariat shall consolidate all the Project Procurement Management Plans (PPMP) prepared by the Project Management Offices (PMOs) into an Annual Procurement Plan (APP). The APP shall bear the approval of the head of the procuring entity. Updating the PPMP and the consolidated APP shall be undertaken every six (6) months or as often as required by the head of the procuring entity.



DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Name of Office: MAINTENANCE SECTION  
Office Location: BOKI 2ND DEO, UDAY, BOKOR

UPDATED PROJECT PROCUREMENT MANAGEMENT PLAN FOR FY 2024

| PROCUREMENT SCHEDULE      |                                            |                    |                   |               |              |              |                   |                                     |                        |                             |                             |                         |                             |
|---------------------------|--------------------------------------------|--------------------|-------------------|---------------|--------------|--------------|-------------------|-------------------------------------|------------------------|-----------------------------|-----------------------------|-------------------------|-----------------------------|
| P.R. No.                  | Contract Package (Description)             | Procurement Method | 1st QTR.          | 2nd QTR.      | 3rd QTR.     | 4th QTR.     | ABC (Fund Source) | Procurement Schedule                |                        |                             |                             |                         |                             |
|                           |                                            |                    |                   |               |              |              |                   | Pre-Procurement Conference (1.c.d.) | Advertisement (1.c.d.) | Collection of Bids (1.c.d.) | Submission of Bids (1.c.d.) | Bid Evaluation (1.c.d.) | Post-Qualification (1.c.d.) |
|                           | Common                                     |                    |                   |               |              |              |                   |                                     |                        |                             |                             |                         |                             |
|                           | 1. Common Office Supply/Good               | shopper/normal     | 143,856.00        | 143,671.00    | 139,471.00   | 148,036.00   | 375,034.00        |                                     |                        |                             |                             |                         |                             |
|                           | 2. Common Computer Supply/Consumable       | shopper/normal     | 308,750.00        | 308,750.00    | 308,750.00   | 308,750.00   | 1,235,000.00      |                                     |                        |                             |                             |                         |                             |
|                           | 3. Common Janitorial Supplies              | shopper/normal     | 6,025.00          | 20,470.00     | 6,595.00     | 20,470.00    | 35,560.00         |                                     |                        |                             |                             |                         |                             |
|                           | 4. Common Office Equipment                 | shopper/normal     | 110,000.00        | 628,620.00    |              |              | 808,820.00        |                                     |                        |                             |                             |                         |                             |
|                           | 5. IT Equipment and Software               | shopper/normal     | 1,400,000.00      |               |              | 1,000,000.00 | 2,400,000.00      |                                     |                        |                             |                             |                         |                             |
|                           | 6. Common Electrical Supplies              | shopper/normal     |                   |               |              |              |                   |                                     |                        |                             |                             |                         |                             |
|                           | 7. Service Vehicles and Equipment          | shopper/normal     |                   |               |              |              |                   |                                     |                        |                             |                             |                         |                             |
|                           | 8. Fuel and Oil                            | shopper/normal     | 997,500.00        | 997,500.00    |              |              | 1,995,000.00      |                                     |                        |                             |                             |                         |                             |
|                           | 9. Heavy Equipment Road Rental             | shopper/normal     |                   | 338,968.00    |              |              | 338,968.00        |                                     |                        |                             |                             |                         |                             |
|                           | 10. Other Categories                       | shopper/normal     | 9,152,100.30      | 12,911,115.00 | 5,333,770.00 | 3,623,194.50 | 31,020,169.80     |                                     |                        |                             |                             |                         |                             |
|                           | INVENTORY                                  |                    |                   |               |              |              |                   |                                     |                        |                             |                             |                         |                             |
|                           | 1. Inventory/Corrosion Office Supplies     | shopper/normal     |                   |               |              |              |                   |                                     |                        |                             |                             |                         |                             |
|                           | 2. Inventory/Corrosion Computer Supplies   | shopper/normal     | 5,950.00          | 9,890.00      | 2,000.00     | 11,970.00    | 39,790.00         |                                     |                        |                             |                             |                         |                             |
|                           | 3. Inventory/Corrosion Office Devices      | shopper/normal     |                   |               |              |              |                   |                                     |                        |                             |                             |                         |                             |
|                           | 4. Inventory/Corrosion Janitorial Supplies | shopper/normal     | 5,830.00          | 2,360.00      | 5,030.00     | 2,390.00     | 15,160.00         |                                     |                        |                             |                             |                         |                             |
|                           | 5. Inventory/Corrosion Office Equipment    | shopper/normal     |                   |               |              |              |                   |                                     |                        |                             |                             |                         |                             |
|                           | 6. Inventory/IT Equipment and Software     | shopper/normal     |                   |               |              |              |                   |                                     |                        |                             |                             |                         |                             |
| TOTAL 12VTR QTR. -----    |                                            |                    | 12,159,991.30     | 15,361,364.00 | 5,798,616.00 | 5,114,710.50 | 38,474,721.80     |                                     |                        |                             |                             |                         |                             |
| Total Budget Amount ----- |                                            |                    | Php 38,474,721.80 |               |              |              |                   |                                     |                        |                             |                             |                         |                             |

YAN R. S. SABAIO  
Data Encoder I

YAN R. S. SABAIO  
Budget Officer I

RODRIGO A. BRUNAL  
Off-Chief Maintenance Section

199 No. = Purchase Request No.  
MARC = Approved Budget for the Contract

The PAC document shall consider all the Project Procurement Management Plans (PPMP) prepared by the Project Management Office (PMO) for an Annual Procurement Plan (APP). The APP shall have this approval at the level of the procuring entity. Updating the PPMP and the consideration after shall be undertaken every six (6) months or as often as required by the level of the procuring entity.

**ITEMIZED LIST OF GOODS**  
PPMP, FY 2024

Service/By/PMO : MAINTENANCE SECTION  
District: DPWH-Bahol 2<sup>nd</sup> District Engineering Office, Ubay, Bohol

| Category / Nature and Description / Specification |                                                                                                  | UNIT    |            | TOTAL |            | DISTRIBUTION BY QUARTERS |            |          |          |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------|---------|------------|-------|------------|--------------------------|------------|----------|----------|
| COMMON OFFICE EQUIPMENT                           |                                                                                                  | UNIT    | PRICE      | QTY   | AMOUNT     | 1ST QTR.                 | 2ND QTR.   | 3RD QTR. | 4TH QTR. |
| 1                                                 | AIRCONDITION, Inverter, Split type                                                               | unit    | 150,000.00 |       |            |                          |            |          |          |
| 2                                                 | AIRPOT, 4.0 liter, w/ dispenser                                                                  | unit    | 1,397.50   |       |            |                          |            |          |          |
| 3                                                 | CABINET, steel and wood                                                                          | unit    | 7,200.00   |       |            |                          |            |          |          |
| 4                                                 | COMPUTER TABLE                                                                                   | unit    | 7,574.00   |       |            |                          |            |          |          |
| 5                                                 | DIGITAL VOICE RECORDER                                                                           | unit    | 11,180.00  |       |            |                          |            |          |          |
| 6                                                 | ELECTRIC FAN, orbit type                                                                         | unit    | 1,081.00   |       |            |                          |            |          |          |
| 7                                                 | ELECTRIC FAN, wall type                                                                          | unit    | 1,148.00   |       |            |                          |            |          |          |
| 8                                                 | EXECUTIVE CHAIR                                                                                  | unit    | 12,000.00  | 15    | 180,000.00 | 150,000.00               |            |          |          |
| 9                                                 | EXECUTIVE CHAIR                                                                                  | unit    | 4,490.00   |       |            |                          |            |          |          |
| 10                                                | FIRE EXTINGUISHER, any type                                                                      | unit    | 12,250.00  |       |            |                          |            |          |          |
| 11                                                | FROSTED STICKER AT D1 (900MM X 1500MM)                                                           | sq. ft. | 480.00     | 30    | 14,400.00  | 30.00                    | 14,400.00  |          |          |
| 12                                                | FROSTED STICKER AT D2 (900MM X 1000MM)                                                           | sq. ft. | 540.00     | 15    | 8,100.00   | 15.00                    | 8,100.00   |          |          |
| 13                                                | FROSTED STICKER AT D3 (1100MM X 1500MM)                                                          | sq. ft. | 680.00     | 20    | 13,600.00  | 20.00                    | 13,600.00  |          |          |
| 14                                                | FROSTED STICKER AT D4 (1700MM X 1500MM)                                                          | sq. ft. | 1,020.00   | 30    | 30,600.00  | 30.00                    | 30,600.00  |          |          |
| 15                                                | FROSTED STICKER AT D5 (700MM X 1500MM)                                                           | sq. ft. | 420.00     | 15    | 6,300.00   | 15.00                    | 6,300.00   |          |          |
| 16                                                | FROSTED STICKER AT FIXED GLASS (1800 X 1500MM)                                                   | sq. ft. | 960.00     | 30    | 28,800.00  | 30.00                    | 28,800.00  |          |          |
| 17                                                | FROSTED STICKER AT FIXED GLASS (1800 X 1500MM)                                                   | sq. ft. | 1,080.00   | 45    | 48,600.00  | 45.00                    | 48,600.00  |          |          |
| 18                                                | MULTIMEDIA PROJECTOR, any brand                                                                  | unit    | 5,390.00   |       |            |                          |            |          |          |
| 19                                                | OFFICE TABLE with drawer                                                                         | unit    | 6,482.00   |       |            |                          |            |          |          |
| 20                                                | OFFICE CHAIR (W/BACK MESH CHAIR W/ ARM REST, W/ TILT MECHANISM W/ SET HEIGHT ADJUSTMENT (BLACK)) | set     | 10,140.00  | 33    | 334,620.00 | 33.00                    | 334,620.00 |          |          |
| 21                                                | ROLLER BLINDS BLOCK OUR SERIES (1100MM X 1800MM)                                                 | set     | 5,600.00   | 10    | 56,000.00  | 10.00                    | 56,000.00  |          |          |
| 22                                                | ROLLER BLINDS BLOCK OUR SERIES (900MM X 1800MM)                                                  | set     | 4,200.00   | 11    | 46,200.00  | 11.00                    | 46,200.00  |          |          |
| 23                                                | ROLLER BLINDS BLOCK OUR SERIES (1650MM X 2550MM)                                                 | set     | 12,400.00  | 1     | 12,400.00  | 1.00                     | 12,400.00  |          |          |
| 24                                                | ROLLER BLINDS BLOCK OUR SERIES (1300MM X 2550MM)                                                 | set     | 9,800.00   | 3     | 29,400.00  | 3.00                     | 29,400.00  |          |          |
| 25                                                | STORAGE CABINET                                                                                  | unit    | 3,089.00   |       |            |                          |            |          |          |
| 26                                                | TABLE, for Computer                                                                              | unit    | 1,649.00   |       |            |                          |            |          |          |
| 27                                                | WATER DISPENSER, Hot and Cold                                                                    | unit    | 6,210.00   |       |            |                          |            |          |          |
| TOTAL EVERY QTR.                                  |                                                                                                  |         |            |       |            | 180,000.00               |            |          |          |
| PROGRAM TOTAL AMOUNT                              |                                                                                                  |         |            |       | 808,620.00 |                          | 628,620.00 |          |          |