



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



24-07-086  
JUL 30 2024

Name of Procuring Entity : Request for Quotation (P.R. No.) :  
Revised on : Date :  
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: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 9184 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 the procurement is **₱628,620.00**.

APPROVED FOR POSTING

TERESA OLIVIA F LOPDS

RICARDO PUBLIC INFORMATION OFFICER

SIGNATURE:

DATE:

7-31-24

MARTIN 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.		
	* Including Installation				

Purpose: Furnitures and Fixtures for use in Maintenance Section (New Building), 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 : dpwhboholl2@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

P.R. No. <sup>1</sup>	Contract Package (Description)	Procurement Method	ABC <sup>2</sup> (Fund Source)	PROCUREMENT SCHEDULE						
				Pre-Procurement Conference (1 c.d.)	Advertisement (7 c.d.)	Pre-Bid Conference (1 c.d.) 12 cd 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		161,200.00							
Total Budget Amount			Php	178,138,523.40						

PREPARED BY:

RECOMMENDED BY:

APPROVED BY:

**PRIMITIVA E. ABAN**  
Procurement Engineer

**MARTIN A. PELAYADA**  
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: Binali 2ND DEO, UBAY, BOHOL

UPDATED PROJECT PROCUREMENT MANAGEMENT PLAN FOR FY 2024

P.R. No. 1	Contract Package (Description)	Procurement Method	PROCUREMENT SCHEDULE										
			1st QTR.	2ND QTR.	3RD QTR.	4TH QTR.	ABC <sup>2</sup> (Fund Source)	Pre-Procurement Conference (1 c.d.)	Advertisement (7 c.d.)	Pre-Bid Conference (1 c.d.) 12 and Receipts of Bids (1 c.d.)	Bid Evaluation (1 c.d.)	Post-Qualification (1 c.d.)	Award of Contract (2 c.d.)
	Common												
	1. Common Office Supplies/ Goods	shopping/Small Value	143,836.00	143,671.00	139,471.00	148,036.00	575,014.00						
	2. Common Computer Supplies/Consumable	shopping/Small Value	308,750.00	308,750.00	308,750.00	308,750.00	1,235,000.00						
	3. Common Janitorials Supplies	shopping/Small Value	6,025.00	20,470.00	8,595.00	20,470.00	55,560.00						
	4. Common Office Equipment	shopping/Small Value	180,000.00	628,620.00			808,620.00						
	5. IT Equipment and Software	shopping/Small Value	1,400,000.00			1,000,000.00	2,400,000.00						
	6. Common Electrical Supplies	shopping/Small Value											
	7. Service Vehicles and Equipment	shopping/Small Value											
	8. Fuels and Oils	shopping/Small Value	997,500.00	997,500.00			1,995,000.00						
	9. Heavy Equipment Road Rental	shopping/Small Value		338,988.00			338,988.00						
	10. Other Categories	shopping/Small Value	9,152,100.30	12,911,115.00	5,333,770.00	3,623,184.50	31,020,169.80						
	INVENTORY												
	1. Inventory/Common Office Supplies	shopping/Small Value											
	2. Inventory/Common Computer Supplies	shopping/Small Value	5,950.00	9,890.00	3,000.00	11,950.00	30,790.00						
	3. Inventory/Common Office Devices	shopping/Small Value											
	4. Inventory/Common Janitorials Supplies	shopping/Small Value	5,830.00	2,360.00	5,030.00	2,360.00	15,580.00						
	5. Inventory/Common Office Equipment	shopping/Small Value											
	6. Inventory/IT Equipment and Software	shopping/Small Value											
TOTAL EVERY QTR. -----			12,199,991.30	15,361,364.00	5,798,616.00	5,114,750.50	38,474,721.80						
Total Budget Amount -----			38,474,721.80										
Pbp													

PREPARED BY:

EVALUATED BY:

(To be included in the DPWH Budget Proposal)

APPROVED BY:

YANIEL M. SABATO  
Data Encoder I

MILAB VIRTUDAZO  
Budget Officer II

RODRIGO S. BERNALDE  
Off-Chief, Maintenance Section

<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 (PPMPs) 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 this consolidated APP shall be undertaken every six (6) months or as often as required by the head of the procuring entity.

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

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

Category / Nature and Description / Specification		UNIT	PRICE	TOTAL		DISTRIBUTION BY QUARTERS												
				CALENDAR		1ST QTR.				2ND QTR.				3RD QTR.		4TH QTR.		
				QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT			
COMMON OFFICE EQUIPMENT																		
1	AIRCONDITION, Inverter, Split type	unit	150,000.00															
2	AIRPOT, 4.0 liters, w/ dispenser	unit	1,387.50															
3	CABINET, steel and Wood	unit	7,200.00															
4	COMPUTER TABLE	unit	7,574.00															
5	DIGITAL VOICE RECORDER,	unit	11,150.00															
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	15	180,000.00											
9	FACSIMILE TRANSCIVER,	unit	4,480.00	-	-													
10	FIRE EXTINGUISHER, any type	unit	12,250.00	-	-													
11	FROSTED STICKER AT D1 (800MM X 1500MM)	Sq. ft.	480.00	30	14,400.00			30.00	14,400.00									
12	FROSTED STICKER AT D2 (800MM X 1800MM)	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	13,200.00			20.00	13,200.00									
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.	980.00	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	5,380.00	-	-													
19	OFFICE TABLE with drawer	unit	6,482.00	-	-													
20	OFFICE CHAIR (MID-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				628,620.00							
PROGRAM TOTAL AMOUNT					808,620.00													