



$$24 - 09 - 109$$

Name of Procuring Entity :	Request for Quotation (P.R. No.):
Revised on :	Date: <b>SEP 10 2024</b>
Standard Form/Title : <b>REQUEST FOR QUOTATION</b>	Office/End-User: <b>Admin, Section</b>
<b>COMPANY NAME :</b>	
<b>ADDRESS</b>	
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 Section 69 of the revised IRR-RA 9184 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 year for Equipment; 3 years If Equipment from the date of acceptance by the end - user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. G-EPS Registration Certificate/Mayor's Permit/DTI/tinometerax Return/Omnibus Sworn Statement shall attached upon submission of the quotation.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand of each items being offered.
8. The approved budget ceiling for the procurement is ₱ 126,158.00.

APPROVED FOR POSTING  
THERESA OLIVIA F LOPOS  
DISTRICT PUBLIC INFORMATION OFFICER  
SIGNATURE:   
DATE:  9-24-24

DIOSCORO C. VERTUDAZO  
BAC CHAIRMAN

ITEM NO.	ITEMS & DESCRIPTION	QTTY	UNIT	UNIT PRICE	TOTAL PRICE
1	HAND SOAP, Liquid	4	gallon		
2	DETERGENT POWDER, 65grams, all purpose	45	dzn		
3	DISINFECTANT SPRAY, 340 grams net content	5	bottle		
4	FURNITURE CLEANER, 300mL/can min	30	bottle		
5	TOILET BOWL & URINAL CLEANER, 500ml	30	bottle		
6	TOILET DEODORANT , deoderizer/moth proofer 50gms	80	pcs		
7	TRASHBAG, plastic, black, Large, 26"x32"	120	roll		
8	TRASHBAG, plastic, black, Small, 18"x20"	40	roll		
9	Air Freshener, 320ml, Spray	30	btl		
10	ALCOHOL, 70%, Isopropyl	10	gallon		
11	TISSUE (9 roll per pack)	24	pck		
12	FABRIC CONDITIONER (25 ml/pack)	45	dzn		
13	BLEACHING LIQUID (500ml)	15	bottle		
14	MOP, screw type	4	piece		
15	BROOM, (Lanut)	8	piece		
16	Facial Tissue Box unscented 2 ply 100 pulls	15	box		
17	Wipes, size 150 x 190 mm, 90 Sheet	20	pack		
	X-----X-X-X-----X				
		sub total -----			

Purpose: for use in the DPWH Bohol 2nd DEO.(Admin. Section)





# 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. 1	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 c.d. 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	2,559,884.90							
	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. PAVARADA**  
BAC Chairman

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

1PR No. = Purchase Request No.  
2ABC = 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: Admin. Section  
Office Location : Libay, Bohol

UPDATED PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) 2024

P.R. No. 1	Contract Package (Description)	Procurement Method	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	ABC's (Fund Source)	PROCUREMENT SCHEDULE						
								Pre-Procurement Conference (1 c.d.)	Advertisement (7 c.d.)	Pre-Bid Conference (1 c.d.) 12 c.d. 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.)
	1. Common Office Supplies	shopping		151,192.70	105,000.00	143,372.70								
	2. Common Computer Supplies / Consumables	shopping	225,800.00	206,335.50	180,300.00	148,460.50								
	3. Common Janitorials Supplies	shopping	164,965.00	22,600.00	151,665.00	22,600.00								
	4. Common Office Devices and Equipment	shopping	662,700.00	215,800.00	2,518,600.00									
	5. Furniture and Fixture	shopping	519,000.00	995,000.00	70,000.00									
	6. IT Equipment and Software	shopping	1,212,700.00	594,000.00										
	7. Other Categories	shopping	151,120.00	89,100.00										
	8. Common Electrical Supplies	shopping	110,870.00		48,000.00	11,100.00								
	9. Fire Fighting Equipment & Accessories	shopping	64,000.00											
	10. Air Condition Maintenance Services	shopping	91,800.00	91,800.00	91,800.00	91,800.00								
	11. Elevator Maintenance Services	shopping	65,000.00	65,000.00	65,000.00	65,000.00								
TOTAL EVERY QTR. ....			3,267,965.00	2,430,828.20	3,230,365.00	482,333.20								
Total Budget Amount			9,411,481.40											
Prepared By:			Pmp											
Checked By:														
Evaluated By: (To be included in the CPMPH Budget Proposal)														

LEO P. LUGAN  
Admin. Officer II

THERESA OLIVIA F. LOPOS  
Supply Officer II

MILA B. VIRTUDAZO  
Budget Officer

1PR No. = Purchase Request No.  
2ABC = Approved Budget for the Contract



# UPDATED ITEMIZED LIST OF GOODS CY 2024

Office/Unit: ADMINISTRATIVE SECTION  
District DFW-H Bohol 2<sup>nd</sup> District Engineering Office, Ubay, Bohol

Category / Nature and Description / Specification	UNIT	PRICE	TOTAL		DISTRIBUTION BY QUARTERS							
			QTY	AMOUNT	1ST QTR.		2ND QTR.		3RD QTR.		4TH QTR.	
					QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
COMMON JANITORIAL SUPPLIES												
1 HAND SOAP, Liquid	gallon	360.00	12	4,680.00	6	2,340.00			6	2,340.00		
2 DETERGENT POWDER, 550grams, all purpose	kg	135.00	90	12,150.00	45	6,075.00			45	6,075.00		
3 DISINFECTANT SPRAY, 500ml	bottle	780.00	10	7,800.00	5	3,900.00			5	3,900.00		
4 FURNITURE CLEANER, 300ml/can min	bottle	465.00	60	27,900.00	30	13,950.00			30	13,950.00		
5 TOILET BOWL & URINAL CLEANER, 500ml	bottle	170.00	60	10,200.00	30	5,100.00			30	5,100.00		
6 TOILET DEODORANT, deodorant/fragrance 50grams	pcs	50.00	160	8,000.00	80	4,000.00			80	4,000.00		
7 TRASH-BAG, plastic, black, Large, 28"x32"	roll	90.00	240	21,600.00	120	10,800.00			120	10,800.00		
8 TRASH-BAG, plastic, black, Small, 18"x20"	roll	55.00	80	4,400.00	40	2,200.00			40	2,200.00		
9 Air Freshener, 320ml	btl	250.00	60	15,000.00	30	7,500.00			30	7,500.00		
10 ALCOHOL, 70%	gallon	700.00	30	21,000.00	15	10,500.00			15	10,500.00		
11 TISSUE (19 roll per pack)	pkg	210.00	48	10,080.00	24	5,040.00			24	5,040.00		
12 DISWASHING paste, 200grams	cups	45.00	80	3,600.00	40	1,800.00			40	1,800.00		
13 FABRIC CONDITIONER (25 ml/pack)	kg	110.00	90	9,900.00	45	4,950.00			45	4,950.00		
14 BLEACHING LIQUID (500ml)	bottle	39.00	40	1,560.00	20	780.00			20	780.00		
15 MOP, screw type	piece	450.00	8	3,600.00	4	1,800.00			4	1,800.00		
16 DUSTPAN	piece	160.00	6	960.00	3	480.00			3	480.00		
17 BROOM	piece	180.00	16	2,880.00	8	1,440.00			8	1,440.00		
18 BROOM (bundling)	piece	60.00	6	360.00	3	180.00			3	180.00		
19 Mop Head	piece	160.00	12	1,920.00	6	960.00			6	960.00		
21 Facial Tissue Box unscented 2ply 100 pulls	box	135.00	21	2,835.00	6	810.00			15	2,025.00		
22 Liquid Sosa, 1ltr	btl	180.00	12	2,160.00	6	1,080.00			6	1,080.00		
23 Wipes, size 150 x 190 mm, 90 Sheet	pack	135.00	40	5,400.00	20	2,700.00			20	2,700.00		
25 Glade, Air Freshener Automatic Refill, 17g/26ml (Flavor: Peach & Berry Bloss, Lavender & Vanilla, Ocean Escape)	btl	360.00	80	28,800.00	40	14,000.00			40	14,000.00		
26 Door Mat, (Out Door) 1.22 mtr x 2mtr	mtls	4,200.00	8	33,600.00	4	16,800.00			4	16,800.00		
27 Blue Tablet, toilet Bowl Cleaner	tablet	45.00	120	5,400.00	60	2,700.00			60	2,700.00		
28 PVC Fan Rake with Handle	pc	520.00	24	12,480.00	12	6,240.00			12	6,240.00		
29 Dispenser, Jumbo Toilet Paper Roll	pc	390.00	16	15,840.00	8	7,920.00			8	7,920.00		
30 Tissue, 200mm, 3ply, 9cm thick, Jumbo	roll	340.00	160	48,000.00	80	24,000.00			80	24,000.00		
31 Floor Wax Liquid, Concentrated, for vinyl use	gallon	2,400.00	26	62,400.00	10	24,000.00			16	38,400.00		
32 Dust Mop, size 24"	pc	520.00	2	1,040.00		-			2	1,040.00		
33 Dust Mop Head, size 24", Refill	pc	300.00	5	1,500.00		-			5	1,500.00		
33 Herbicide	gallon	2,100.00	6	12,600.00	2	4,200.00			1	2,100.00		
34 Muriatic Acid, 500ml	btl	55.00	24	1,320.00	12	660.00			12	660.00		
TOTAL EVERY QTR.				164,985.00		22,600.00		151,665.00		22,600.00		