



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



SAGONG PILIPINAS

24-10-128

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

**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 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 918 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. Philgeps Registration Certificate/Mayor's Permit/Tax Clearance/DTI - Sec/Omnibus Sworn Statement shall be attached upon submission of quotation.
6. Bidders shall be attached 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 **56,050.00**

**APPROVED FOR POSTING**  
**THERESA OLIVERA LOPES**  
DISTRICT PUBLIC INFORMATION OFFICER  
SIGNATURE:   
DATE: 10-10-24

**DIOSCORO C. VERTUDAZO**  
BAC CHAIRMAN

| ITEM NO. | ITEMS & DESCRIPTION    | QUANTITY | UNIT | UNIT PRICE | TOTAL PRICE |
|----------|------------------------|----------|------|------------|-------------|
| 1        | Tire Tubeless 155R.12C | 4        | pcs  |            |             |
| 2        | Battery 7 Plates       | 1        | pc   |            |             |
| 3        | Carburetor Assy        | 1        | pc   |            |             |
| 4        | Spark Plug             | 3        | pcs  |            |             |
| 5        | Side Mirror            | 2        | pcs  |            |             |
| 6        | Timing Belt            | 1        | pc   |            |             |
| 7        | Ignition Coil Assy     | 1        | pc   |            |             |
| 8        | Distributor Assy       | 1        | pc   |            |             |
| 9        | Wiper Blade with Arm   | 2        | pcs  |            |             |
| 10       | Oil Filter             | 3        | pcs  |            |             |
| 11       | Distributor Cap        | 1        | pc   |            |             |
| 12       | High Tension Wire      | 1        | set  |            |             |
|          |                        |          |      |            |             |
|          |                        |          |      |            |             |

Purpose: **For use in the Service Vehicle Suzuki Jitney With Plate No. 076005 assigned in the Maintenance Section.**

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 aboe. 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](mailto:dpwhboholl2@yahoo.com)

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

Website: [www.dpwh.gov.ph](http://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**

UPDATED ANNUAL PROCUREMENT PLAN FOR FY 2024

| P.R. No. 1 | Contract Package (Description)            | Procurement Method      | ABC: (Fund Source) | PROCUREMENT SCHEDULE                |                        |   |  |                         |                             |                            |
|------------|---|-------------------------|--------------------|-------------------------------------|------------------------|---|--|-------------------------|-----------------------------|----------------------------|
|            |   |                         |                    | Pre-Procurement Conference (1 c.d.) | Advertisement (7 c.d.) | Pre-Bid Conference (1 c.d.) 12 cd before submission | 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                | 6,103,904.36       |                                     |                        |   |  |                         |                             |                            |
|            | 2. Common Computer Supplies/Consumables   | shopping                | 10,568,336.90      |                                     |                        |   |  |                         |                             |                            |
|            | 3. Common Janitorials Supplies            | shopping                | 979,195.50         |                                     |                        |   |  |                         |                             |                            |
|            | 4. Common Office Equipment                | shopping                | 4,501,388.00       |                                     |                        |   |  |                         |                             |                            |
|            | 5. IT Equipment and Software              | Small Value Procurement | 28,987,813.59      |                                     |                        |   |  |                         |                             |                            |
|            | 6. Common Electrical Supplies             | Small Value Procurement | 158,870.00         |                                     |                        |   |  |                         |                             |                            |
|            | 7. Service Vehicles and Equipment         | Small Value Procurement | 4,048,550.00       |                                     |                        |   |  |                         |                             |                            |
|            | 8. Fuels and Oils                         | Small Value Procurement | 1,989,500.00       |                                     |                        |   |  |                         |                             |                            |
|            | 9. Furniture and Fixture                  | Small Value Procurement | 1,514,000.00       |                                     |                        |   |  |                         |                             |                            |
|            | 10. Fire Fighting Equipment & Accessories | Small Value Procurement | 64,000.00          |                                     |                        |   |  |                         |                             |                            |
|            | 11. Aircondition Maintenance Services     | Small Value Procurement | 367,200.00         |                                     |                        |   |  |                         |                             |                            |
|            | 12. Maintenance Materials                 | Small Value Procurement | 27,625,687.30      |                                     |                        |   |  |                         |                             |                            |
|            | 13. Elevator Maintenance Services         | Small Value Procurement | 280,000.00         |                                     |                        |   |  |                         |                             |                            |
|            | INVENTORY                                 |                         |                    |                                     |                        |   |  |                         |                             |                            |
|            | 1. Inventory/Common Office Supplies       | shopping                | 778,880.50         |                                     |                        |   |  |                         |                             |                            |
|            | 2. Inventory/Common Computer Supplies     | shopping                | 2,544,269.90       |                                     |                        |   |  |                         |                             |                            |
|            | 3. Inventory/Common Office Devices        | shopping                | 80,334.30          |                                     |                        |   |  |                         |                             |                            |
|            | 4. Inventory/Common Janitorials Supplies  | shopping                | 226,576.50         |                                     |                        |   |  |                         |                             |                            |
|            | 5. Inventory/Common Office Equipment      | shopping                | 58,622.00          |                                     |                        |   |  |                         |                             |                            |
|            | 6. Inventory/IT Equipment and Software    | Small Value Procurement | 161,200.00         |                                     |                        |   |  |                         |                             |                            |
|            | Total Budget Amount                       | Php                     | 91,018,328.84      |                                     |                        |   |  |                         |                             |                            |

PREPARED BY: 

**PRIMITIVA E. ABAN**  
Procurement Engineer

RECOMMENDED BY: 

**MARTIN A. PENABAZADA**  
BAC Chairperson

APPROVED BY: 

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

PR No. = Purchase Request No.  
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.





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DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**BOHOL 2ND DISTRICT ENGINEERING OFFICE**  
Ubay, Bohol, Region VII

**UPDATED PROJECT PROCUREMENT MANAGEMENT PLAN FY 2024**

| PROCUREMENT SCHEDULE   |                                   |                    |                   |  |                          |  |  |                               |                                   |                                  |
|--|-----------------------------------|--------------------|-------------------|--|--------------------------|--|--|-------------------------------|-----------------------------------|----------------------------------|
| P.R. NO.   | Contract Package<br>(Description) | Procurement Method | ABC (Fund Source) | Pre-<br>Procurement<br>Conference<br>(1 c.d) | Advertisement<br>(7 c.d) | Pre-Bid  | Submission and<br>Receipts of Bids (1<br>c.d.) | Bid<br>Evaluation<br>(1 c.d.) | Post-<br>Qualification<br>(1 c.d) | Award of<br>Contract<br>(2 c.d.) |
|  |                                   |                    |                   |  |                          | Conference<br>(1 c.d)<br>12 cd before<br>submission of bid |  |                               |                                   |                                  |
| Q. FOR MAZDA PICK UP WITH PLATE NO. GJR-790 ASSIGNED AT BOHOL 2ND DISTRICT ENGINEERING OFFICE, UBAY, BOHOL (1 UNIT)          | 1st Quarter                       | SVP                | 30,000.00         |  |                          |  |  |                               |                                   |                                  |
|  | 2nd Quarter                       | SVP                | 58,950.00         |  |                          |  |  |                               |                                   |                                  |
|  | 3rd Quarter                       | SVP                | 5,500.00          |  |                          |  |  |                               |                                   |                                  |
|  | 4th Quarter                       | SVP                | 22,450.00         |  |                          |  |  |                               |                                   |                                  |
|  | Sub-Total .....                   |                    | 116,900.00        |  |                          |  |  |                               |                                   |                                  |
| X-X-X-X-X  |                                   |                    | X-X-X-X-X         |  |                          |  |  |                               |                                   |                                  |
| R. FOR HYUNDAI TERRACAN WAGON WITH PLATE NO. JFA-247 ASSIGNED AT BOHOL 2ND DISTRICT ENGINEERING OFFICE, UBAY, BOHOL (1 UNIT) | 1st Quarter                       | SVP                | 15,050.00         |  |                          |  |  |                               |                                   |                                  |
|  | 2nd Quarter                       | SVP                | 59,000.00         |  |                          |  |  |                               |                                   |                                  |
|  | 3rd Quarter                       | SVP                | 1,850.00          |  |                          |  |  |                               |                                   |                                  |
|  | 4th Quarter                       | SVP                | 21,850.00         |  |                          |  |  |                               |                                   |                                  |
|  | Sub-Total .....                   |                    | 97,750.00         |  |                          |  |  |                               |                                   |                                  |
| X-X-X-X-X  |                                   |                    | X-X-X-X-X         |  |                          |  |  |                               |                                   |                                  |
| S. FOR MAZDA PICK UP WITH PLATE NO. SEM-326 ASSIGNED AT BOHOL 2ND DISTRICT ENGINEERING OFFICE, UBAY, BOHOL (1 UNIT)          | 1st Quarter                       | SVP                | 30,000.00         |  |                          |  |  |                               |                                   |                                  |
|  | 2nd Quarter                       | SVP                | 70,700.00         |  |                          |  |  |                               |                                   |                                  |
|  | 3rd Quarter                       | SVP                | 5,700.00          |  |                          |  |  |                               |                                   |                                  |
|  | 4th Quarter                       | SVP                | 2,200.00          |  |                          |  |  |                               |                                   |                                  |
|  | Sub-Total .....                   |                    | 108,600.00        |  |                          |  |  |                               |                                   |                                  |
| X-X-X-X-X  |                                   |                    | X-X-X-X-X         |  |                          |  |  |                               |                                   |                                  |
| T. FOR SUZUKI JITNEY WITH PLATE NO. 076005 ASSIGNED AT BOHOL 2ND DISTRICT ENGINEERING OFFICE, UBAY, BOHOL (1 UNIT)           | 1st Quarter                       | SVP                | 14,000.00         |  |                          |  |  |                               |                                   |                                  |
|  | 2nd Quarter                       | SVP                | 67,600.00         |  |                          |  |  |                               |                                   |                                  |
|  | 3rd Quarter                       | SVP                | 1,300.00          |  |                          |  |  |                               |                                   |                                  |
|  | 4th Quarter                       | SVP                | 1,300.00          |  |                          |  |  |                               |                                   |                                  |
|  | Sub-Total .....                   |                    | 84,200.00         |  |                          |  |  |                               |                                   |                                  |
| X-X-X-X-X  |                                   |                    | X-X-X-X-X         |  |                          |  |  |                               |                                   |                                  |

# ITEMIZED LIST OF GOODS

Annex to Contract Package EQUIPMENT/VEHICLE REPAIR AND MAINTENANCE

FISCAL YEAR 2024

Service/RO/PMO : DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Division/District: Bohol 2nd District Engineering Office, Ubay, Bohol

| Category/Nature and Description/Specification  | Unit | Unit Price | QTY. | AMOUNT           | TOTAL CALENDAR          |                  |             |                  |             |                 |             |                 |
|--|------|------------|------|------------------|-------------------------|------------------|-------------|------------------|-------------|-----------------|-------------|-----------------|
|  |      |            |      |                  | DISTRIBUTION BY QUARTER |                  |             |                  |             |                 |             |                 |
|  |      |            |      |                  | 1st Quarter             | 2nd Quarter      | 3rd Quarter | 4th Quarter      | 1st Quarter | 2nd Quarter     | 3rd Quarter | 4th Quarter     |
|  |      |            | Qty. | Amount           | Qty.                    | Amount           | Qty.        | Amount           | Qty.        | Amount          | Qty.        | Amount          |
| T. FOR USE IN THE SERVICE VEHICLE SUZUKI JITNEY, WITH PLATE NO. 076005 ASSIGNED AT BOHOL 2ND DISTRICT ENGINEERING OFFICE, UBAY, BOHOL (1 UNIT) |      |            |      |                  |                         |                  |             |                  |             |                 |             |                 |
| 1 Tire, tubeless 165/65/R12  | pc   | 5,500.00   | 4    | 22,000.00        | -                       | 4                | 22,000.00   | -                | -           | -               | -           | -               |
| 2 Battery 7 Plates 12V   | pc   | 4,300.00   | 1    | 4,300.00         | -                       | 1                | 4,300.00    | -                | -           | -               | -           | -               |
| 3 Oil Filter   | pc   | 550.00     | 3    | 1,650.00         | -                       | 1                | 550.00      | 1                | 550.00      | 1               | 550.00      | 550.00          |
| 4 Fuel Filter  | pc   | 750.00     | 3    | 2,250.00         | -                       | 1                | 750.00      | 1                | 750.00      | 1               | 750.00      | 750.00          |
| 5 Brake Pad  | set  | 2,500.00   | 1    | 2,500.00         | 1                       | 2,500.00         | -           | -                | -           | -               | -           | -               |
| 6 Brake Shoe   | set  | 1,500.00   | 1    | 1,500.00         | 1                       | 1,500.00         | -           | -                | -           | -               | -           | -               |
| 7 OUTSIDE JOB ORDER  | pc   | 10,000.00  | 1    | 10,000.00        | 1                       | 10,000.00        | -           | -                | -           | -               | -           | -               |
| Unforeseen parts and materials   |      | 40,000.00  | 1    | 40,000.00        | -                       | 1                | 40,000.00   | -                | -           | -               | -           | -               |
| <b>GRAND TOTAL</b>   |      |            |      | <b>84,200.00</b> |                         | <b>14,000.00</b> |             | <b>67,600.00</b> |             | <b>1,300.00</b> |             | <b>1,300.00</b> |

Note: (1) The above procurement program in accordance with the procurement objectives of the office.

(2) The total amount covered does not exceed the total appropriated amount supplies.

PREPARED/SUBMITTED BY:

CHECKED BY:

  
**JEAN ANN B. VALLECERA**  
 Engineer II, Equipment Services Unit

  
**THERESA OLIVIA F. LOJOS**  
 Supply Officer II