

Republic of the Philippines
Department of Public Works and Highways
Davao City II District Engineering Office
Tugbok District, Davao City

Tugbok District, Davao City

Name of Procuring Entity : DPWH-DCIIDEO, Tugbok Davao City
Revised on: _____
Standard Form/Title : REQUEST FOR QUOTATION
(Small Value Procurement)

RFQ No. & Date: 2024-09-082 09/11/2024
P.R. No. & Date: 2024-09-084 dated 09/06/2024
Office/End-User: Finance Section

COMPANY NAME:

ADDRESS:

TEL. NO./FAX No.

TIN No.:

TERMS and CONDITIONS:

- 1) All entries must be typewritten or legibly written,
- 2) Delivery period within twenty (20) W.D. upon receipt of the approved Purchase Order (P.O.), Administrative penalties pursuant to Sec. 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 & materials, one (1) year for Equipment; 3 years for I.T. Equipment from date of acceptance by the end-user.
- 4) Price validity shall be for a period of sixty (60) calendar days.
- 5) ***Phil-GEPS Registration Certificate/Mayor's Permit/DTI or SEC and Omnibus Sworn Statement (Specific to Contract) shall be attached upon submission of the quotation and every page of the document must be signed.***
- 6) Bidders shall submit original brochures showing certifications of the product, if applicable,
- 7) Please indicate the brand of each items being offered, (If applicable)
- 8) The Approved Budget for the Contract is ***P 70,778.05 one lot price***

Please quote your lowest price on the item(s) listed below subject to the Terms & Conditions stated and submit your duly signed quotation personally (Submitted thru courier/fax/e-mail will not be accepted) not later than 10:00 AM. of _____ to the BAC Secretariat for Goods, DPWH-DCI/DEO, Tirol St., Taubok, Davao City.

REYNALDO A. AMORES

Chief, Const. Section
(BAC-Chairperson)

	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Binder Clamp (1" 25mm)	10	box		
2	Binder Clamp (2" 25mm)	15	box		
3	Correction Tape -refill	10	box		
4	Finger tip Moistener (20 grams)	15	pcs.		
5	Glue (470 ml.)	5	pcs.		
6	Paper Clip (50mm)	30	box		
7	Paper, for Plain Paper copier, 80gsm (A4)	75	reams		
8	Pencil Lead (0.5)	20	pcs.		
9	Rubber Band	10	box		
10	Stamp Pad #1	10	pcs.		
11	Stamp Pad Ink (Purple)	2	ltr.		
12	Staple Wire No. 35-5m	30	box		
13	Subsidiary Ledger (big)	150	pcs.		
14	Subsidiary Ledger (small)	150	pcs.		
15	Transparent Tape 1"	15	pcs.		
16	Transparent Tape 2"	10	pcs.		
17	Sticky Notes (2x3)	5	pcs.		
18	Sticky Notes (1x3)	5	pcs.		
19	Rubber Eraser	10	pcs.		
20	USB Flash Drive (32GB)	3	pcs.		
	X-X-X-X-X-X-X				
	For use in the operations of the Finance Section				
	Total Amount: (pls. specify total amount in words)			TOTAL ----	
	Please specify brand name/model otherwise, bids will not be accepted				
	The awarding for this RFQ will be on a lump-sum basis.				
	Prospective Suppliers must quote for all items. Otherwise they will be subjected for disqualification.				

Brand and Model:	_____	Warranty :	_____
Delivery Period :	_____	Price Validity :	_____
Please indicate Payment Term:	_____	Credit	_____
		C.O.D.	_____

After having carefully read & accepted your General Conditions, I/We quote you on the item(s) 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.

DPWH-DCI|DEO

Tel. No. 293-1765 (Procurement Unit)

Fax No. 293-0551

Printed Name / Signature / Date

Tel. No. / Cellphone No. / E-mail Address