



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BAGUIO CITY
DISTRICT ENGINEERING OFFICE
CORDILLERA ADMINISTRATIVE REGION
Engineer's Hill, Baguio City



Name of Procuring Entity: DPWH-BCDEO

Revised on: May 24, 2004

Standard Form Title: **REQUEST FOR QUOTATION**

Request for Quotation No:

Date :

Office/End User :

24-05-021

May 31 ,2024

DPWH-BCDEO

COMPANY NAME: _____

ADDRESS: _____

Tel.No./Fax 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 later than 10:A.M. on **June 04, 2024** in the return envelope attached herewith to the BAC Office

DPWH-BCDEO, Engineers Hill, Baguio City

TERMS and CONDITIONS

1. All entries must be typewritten or legibly written
2. Delivery period within Fourteen (14) Working Days upon receipt of approved funded 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 year for Equipment; 1 year for IT 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; BIR Certificate of Registration; shall be submitted with the quotation.**
6. Bidders shall submit brochures of the product/s if Applicable
7. Indicate the brand of the product/s offered.
8. The approved budget ceiling for this procurement is **Php 355,503.00**
9. The DPWH Baguio City District Engineering Office reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

GIL L. NUQUE
Chief Quality Assurance
BAC Chairman

ITEM NO.	ITEM AND DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Multipurpose Paper A4 80 GSM	750	Ream		
2	Multicopy Paper A3 80 GSM	40	Ream		
3	Multipurpose Paper Legal 80 GSM	70	Ream		
4	Toilet Bowl Cleaner Stain Remover 1Ltr	48	bot		
5	Type writer ribbon	6	pc		
6	Ruled Pad Paper	10	pad		
7	Binder Clips 51mmX12pcs	15	box		
8	Binder Clips 32mmx12pcs	15	box		
9	Binder Clips 19mmx12pcs	10	box		
10	Board paper A4 180GSM	10	pack		
11	Retractable Cutter Utility Plastic Knife	10	pcs		
12	1000ml Wall-mounted Touchless Automatic Infrared Sensor	4	Unit		
13	Alcohol Liquid Spray Sanitizer				
14	Powder CR Cleanser floral (Multi Purpose)	10	bot		
15	Tape Transparent 2"	12	roll		
16	DVD with case	50	pc		
17	Canon Black 790	6	pc		
18	Mop (Screw Type with Aluminum) Handle	20	pc		
19	Deodorizer for CR	20	pc		
	Epson Ribbon Cartridge LX-310	4	pc		
	x.x.x				
	Procurement & delivery of various office supplies for use of DPWH BCDEO				
	Contract ID No. 24GPD21				
	Note:				
	The Awarding for this RFQ is by lot basis				
	Prospective Supplier must quote for all the items				
	otherwise they will be subjected for disqualification				

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 nad Price Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.

Telefax: 442-8195/4576
c/o Tedler H. Depaynos, Jr.
Engineer III - Head BAC Secretariat

Printed Name / Signature / Date

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