



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 :

24-08-039

August 16, 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 **August 20, 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; 3 years 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 499,998.05**
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	Construction Logbook DPWH Blue Hardbound (100 pages)	100	book		
2	Materials Logbook DPWH Blue Hardbound (100 pages)	100	book		
3	Equipment Log (DPWH Form E 53)(Reprint & binding)	30	book		
4	Road Construction Cost Estimation Manual (Reprint & Binding)	20	book		
5	Computer Chair (ergonomic with head rest and flip up armrest) 44pcs Black & 12 pcs white	56	pcs		
6	Puncher heavy duty	20	pcs		
7	Folder Brown Legal Size w/ fastener hole	10	reams		
8	Expanding Envelope Legal Size	10	box		
9	Stamp Pad Ink Purple	5	bot		
10	Sticky Note Pad 3*3 Lined	96	pad		
11	Retractable Ballpen .7mm Black	10	doz		
12	Retractable Ballpen .7mm Blue	5	doz		
13	Post-it : Arrow Flags, "sign Here", 4 Colors With Dispensers	30	pcs		
14	Sticker Paper A4	20	pack		
	x.x.x				
	Procurement & delivery of various office supplies for use of DPWH BCDEO Contract ID No. 24GPD39				
	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 and 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