



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

25-03-032

Name of Procuring Entity : Request for Quotation (P.R. No.):  
Revised on : Date: MAR 26 2025  
Standard Form/Title : REQUEST FOR QUOTATION Office/End-User: DPWH-Bohol 2nd DEO

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 10:00A.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 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 for 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-EPIS Registration Certificate/Mayor's Permit/DTI/Income Tax Return/Omnibus Sworn Statement shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand of each item being offered.
8. The approved budget ceiling for the procurement is ₱ 289,723.00.

APPROVED FOR POSTING

TERESA OLIVIA F LOPOS  
DISTRICT PUBLIC INFORMATION OFFICER  
SIGNATURE:

DATE:

3/29/2025

MICSCORD C. VIRTUDAZO  
BAC CHAIRMAN

ITEM NO.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Genuine Epson Ink, 001 Black, 127ml	20	btl		
2	Genuine Epson Ink, 001 Cyan, 70ml	11	btl		
3	Genuine Epson Ink, 001 Magenta, 70ml	11	btl		
4	Genuine Epson Ink, 001 Yellow, 70ml	11	btl		
5	Genuine Epson Ink, 003 Black, 65ml	75	btl		
6	Genuine Epson Ink, 003 Cyan, 65ml	12	btl		
7	Genuine Epson Ink, 003 Magenta, 65ml	12	btl		
8	Genuine Epson Ink, 003 Yellow, 65ml	12	btl		
9	Genuine Epson Ink, 008 Black, 127ml	34	btl		
10	Genuine Epson Ink, 008 Cyan, 70ml	16	btl		
11	Genuine Epson Ink, 008 Magenta, 70ml	16	btl		
12	Genuine Epson Ink, 008 Yellow, 70ml	16	btl		
13	External Hard Drive 1tb	5	pc		
14	External Solid State Drive, 1tb, w/ SSD Enclosure Support	2	pc		
15	Flash Drive, 64GB OTG 3.0, Type C	20	pc		
16	Flash Drive, 32GB OTG 3.0, Type C	5	pc		
17	Flash Drive, 64gb, USB 2.2 plug and play	13	pc		
18	Flash Drive, 32GB, USB 2.2 plug and play	39	pc		
19	Flash Drive, 16GB, USB 2.2 plug and play	4	pc		
20	Flash Drive, 8GB, USB 2.2 plug and play	4	pc		
21	Genuine HP Ink Cartridge #680 - Black	35	cart		
22	Genuine HP Ink Cartridge #680 - Tri-Color	28	cart		
23	Genuine HP Ink Cartridge #682 - Black	10	cart		
24	Genuine HP Ink Cartridge #682 - Tri-Color	8	cart		
25	Keyboard, USB Connection type	9	pc		
26	Mouse, optical, USB connection type	8	pc		
	x-----x-x-x-x			total -----	

Purpose: for use in the DPWH Bohol 2nd DEO. (Planning and Design Section, Admin. Section, Finance Section, Procurement Unit, Const. Section, Quality Assurance Section and Maint. Section)

Brand and Model: \_\_\_\_\_  
Delivery period: \_\_\_\_\_

Warranty: \_\_\_\_\_  
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 the delivery period, warranty and price Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.

Telefax: 518-8051 / 518-8050  
email: dpwhbohol2@yahoo.com

Printed Name / Signature / Date

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

# DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Name of Office: **BOHOL 2ND DEO**  
Office Location : **Ubay, Bohol**

## FINAL ANNUAL PROCUREMENT PLAN FOR FY 2025

P.R. No. <sup>1</sup>	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 d 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.)
	<b>SUPPLIES</b>									
	1. Common Office Supplies	Public Bidding	4,937,728.79							
	2. Common Computer Supplies/Consumables	Public Bidding	6,920,958.00							
	3. Common Janitorials Supplies	Public Bidding	1,220,620.00							
	4. Common Office Equipment	Public Bidding	2,020,482.00							
	5. IT Equipment and Software	Public Bidding	9,002,358.90							
	6. Common Electrical Supplies	shopping	223,885.00							
	7. Repair and Maintenance of Vehicles									
	7.a. Quality Assurance Section	Small Value Procurement	592,520.00							
	7.b. Construction Section	Small Value Procurement	521,800.00							
	7.c. Finance Section	Small Value Procurement	136,400.00							
	7.d. Planning and Design Section	Small Value Procurement	643,350.00							
	7.e. Maintenance Section (EAO)	Small Value Procurement	666,700.00							
	7.f. Maintenance Section (RM)	Public Bidding	2,110,310.00							
	7.g. Office of the Assistant District Engineer	Small Value Procurement	359,700.00							
	7.h. Office of the District Engineer	Small Value Procurement	211,300.00							
	7.i. Administrative Section	Small Value Procurement	364,250.00							
	8. Fuels and Oils	Public Bidding	3,696,000.00							
	9. Furniture and Fixture	shopping	185,000.00							
	10. Fire Fighting Equipment & Accessories	Small Value Procurement	92,000.00							
	11. Aircondition Maintenance Services	Small Value Procurement	350,800.00							
	12. Maintenance Materials	Public Bidding	40,385,846.40							
	13. Elevator Maintenance Services	Direct Contracting	320,000.00							



14. Technical & Scientific Equipment	Public Bidding	4,350,000.00							
15. Heavy Equipment Road Rental	Small Value Procurement	677,976.00							
16. Other Categories	Public Bidding	4,345,249.69							
17. Heavy Equipment/Machineries	Public Bidding	15,976,000.00							
<b>INVENTORY</b>									
1. Inventory/Common Office Supplies	Public Bidding	1,489,359.00							
2. Inventory/Common Computer Supplies	shopping	999,363.71							
3. Inventory/Common Office Devices	shopping	95,779.30							
4. Inventory/Common Janitorials Supplies	shopping	226,552.00							
5. Inventory/Common Office Equipment	shopping	19,392.00							
6. Inventory/IT Equipment and Software	shopping	9,000.00							
<b>Total Budget Amount</b>		<b>103,150,680.79</b>	<b>Php</b>						

PREPARED BY:

*BA*

**PRIMITIVA E. ABAN**  
Procurement Engineer

RECOMMENDED BY:

*[Signature]*

**DIOGENE C. PUYODAZO**  
Assistant District Engineer  
BAC Chairperson

APPROVED BY:

*[Signature]*

**FERNANDO J. TALAGSA**  
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.