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

25-05-059

Name of Procuring Entity : Request for Quotation (P.R. No.) :
Revised on : Date : MAY 22 2025
Standard From/Title : **REQUEST FOR QUOTATION** Office/End-User :

COMPANY NAME :
ADDRESS :
TEL NO./FAX NO. : TIN No :

APPROVED FOR POSTING
THERESA OLIVIA F LOPOS
DISTRICT PUBLIC INFORMATION OFFICER
SIGNATURE:
DATE: 5-22-25

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:A.M. of ______________ in the return enveloped 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 periiod within ______ upon receipt of the apporved funded Purchase Order (P.O.) Administrative penalties pursuant to Sec. 69 of the Revised IRR- RA 9184 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; 3 years It Equipment from the 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/DTI /Tax Clearance shall attached upon submission of the quotation.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand of each items being offered.
8. The approved budget ceiling for the procurement is ______________________.

DIOSCORO C. VIRTUDAZO
BAC CHAIRMAN

ITEM NO.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Signpen 0.4mm, Blue	4	box		
2	Signpen 0.4mm, Black	4	box		
3	Signpen 0.4mm, Green	4	box		
4	Signpen 0.4mm, Red	2	box		
5	Gep Pen 0.5mm, Black	24	pcs		
6	Documentary Envelope, Brown, Long	12	pcs		
7	Documentary Expanding Envelope, Brown, Long	24	pcs		
8	Folder Ordinary, White, Long	30	pcs		
9	Multi-purpose Paper, bond, subs. 24, Long	30	reams		
10	Multi-purpose Paper, bond, subs. 24, A4	20	reams		
11	Record Book, Hardbound No. 85, 500pages	4	pcs		
12	Rubber Band No. 16, 50grams/box	20	box		
13	Staple Wire No. 35	10	box		
14	Staple Wire No. 10	10	box		
15	Sticky Notes	10	pad		
16	Binder Clip (19mm), 40pcs/box	1	box		
17	Flash Drive, USB, 64gb	8	pcs		
18	Flash Drive, USB, 32gb	4	pcs		
19	Flash Drive, USB, 16gb	8	pcs		
20	Mouse, optical USB connection type	2	pcs		
21	Mouse, optical Wireless (Bluetooth)	4	pcs		
22	Keyboard, USB connection type	2	pcs		
23	External Harddrive, 1TB	4	pcs		
	x-x-x-x-x				
Purpose :	*For use in Finance Section*				

Brand and Model: ______________________ Warranty: ______________________
Delivery Period: ______________________ Price Validity: ______________________

After having carefully read and accepted your General Conditions, I/We quote you on the items(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. [1]	Contract Package (Description)	Procurement Method	ABC[2] (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.)
	SUPPLIES									
	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	391,370.00							
	7.b. Construction Section	Small Value Procurement	383,400.00							
	7.c. Finance Section	Small Value Procurement	129,500.00							
	7.d. Planning and Design Section	Small Value Procurement	557,850.00							
	7.e. Maintenance Section (EAO)	Small Value Procurement	520,500.00							
	7.f. Maintenance Section (RM)	Public Bidding	1,534,630.00							
	7.g. Office of the Assistant District Engineer	Small Value Procurement	262,000.00							
	7.h. Office of the District Engineer	Small Value Procurement	171,500.00							
	7.i Administrative Section	Small Value Procurement	299,250.00							
	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							
	INVENTORY									
	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							
Total Budget Amount		**Php**	**101,794,350.79**							

PREPARED BY:

PRIMITIVA E. ABAN
Procurement Engineer

RECOMMENDED BY:

DIOSCORO C. [illegible]AZO
Assistant District Engineer
BAC Chairperson

APPROVED BY:

FERNANDO J. TALAGSA
OIC - District Engineer

[1]PR No. = Purchase Request No.
[2]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.

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Name of Office: FINANCE SECTION
Office Location : Bohol 2ND DEO, UBAY,BOHOL

PROJECT PROCUREMENT MANAGEMENT PLAN FOR FY 2025

P.R. No. [1]	Contract Package (Description)	Procurement Method	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	ABC[2] (Fund Source)	PROCUREMENT SCHEDULE						
								Pre-Procurement Conference (1 c.d.)	Advertisement (7 c.d.)	Pre-Bid Conference (1 c.d.) 12 cd before submission of bid	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													
	1. Common Office Supplies	shopping	87,291.70	72,813.30	87,648.10	74,536.90								
	2. Common Computer Supplies/Consumable	shopping	262,405.00	262,405.00	254,805.00	254,805.00								
	3. Common Office Devices	shopping												
	4. Common Janitorials Supplies	shopping	16,962.60	16,962.60	16,962.60	16,962.60								
	5. Common Office Equipment	shopping	117,390.00	103,148.00	191,075.00	101,700.00								
	6. IT Equipment and Software	shopping/Public Bidding	734,500.00	492,753.90	555,100.00	370,000.00								
	INVENTORY													
	1. Inventory/Common Office Supplies	shopping	56,474.00	27,379.00	56,474.00	27,379.00								
	2. Inventory/Common Computer Supplies	shopping	23,711.60	23,711.60	23,711.60	23,711.60								
	3. Inventory/Common Office Devices	shopping	8,334.00	1,160.00	3,500.00	5,994.00								
	4. Inventory/Common Janitorials Supplies	shopping	17,095.00	1,580.00	8,378.00	1,750.00								
	5. Iventory/Common Office Equipment	shopping												
	6. Inventory/IT Equipment and Software	--------												
TOTAL EVERY QTR. -----------------------------			1,324,163.90	1,001,913.40	1,197,654.30	876,839.10	-							
Total Budget Amount		**Php**	**4,400,570.70**											

PREPARED BY:

EVALUATED BY:

(To be included in the DPWH Budget Proposal)

RECOMMENDED BY:

APPROVED BY:

LITO A. RECAMADAS
Accountant III

NILA B. VIRTUDAZO
Budget Officer II

DIOSCORO C. VIRTUDAZO
Assistant District Engineer

FERNANDO J. TALAGSA
OIC, Office of the District Engineer

[1] PR No. = Purchase Request No.
[2] ABC = Approved Budget for the Contract

ITEMIZED LIST OF GOODS
PPMP, FY 2025

Service/RO/PMO : **Finance Section**

District: DPWH-Bohol 2nd District Engineering Office, Ubay, Bohol

GOODS Category / Nature and Description / Specification				TOTAL CALENDAR		DISTRIBUTION BY QUARTERS							
						1ST QTR.		2ND QTR.		3RD QTR.		4TH QTR.	
	COMMON OFFICE SUPPLIES/GOODS	UNIT	UNIT PRICE	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
1	BALL POINT PEN (Black)	dzn	300.00	16	4,800.00	4	1,200.00	4	1,200.00	4	1,200.00	4	1,200.00
2	BALL POINT PEN (Blue)	dzn	300.00	16	4,800.00	4	1,200.00	4	1,200.00	4	1,200.00	4	1,200.00
3	BALL POINT PEN (Green)	dzn	300.00	16	4,800.00	4	1,200.00	4	1,200.00	4	1,200.00	4	1,200.00
4	G-Tec Signpen Refill 0.4mm, Blue	box	700.00	6	4,200.00	2	1,400.00	1	700.00	2	1,400.00	1	700.00
5	G-Tec Signpen Refill 0.4mm, Black	box	700.00	6	4,200.00	2	1,400.00	1	700.00	2	1,400.00	1	700.00
6	G-Tec Signpen Refill 0.4mm, Green	box	700.00	6	4,200.00	2	1,400.00	1	700.00	2	1,400.00	1	700.00
7	G-Tec Signpen Refill 0.3mm, Blue	box	700.00	6	4,200.00	2	1,400.00	1	700.00	2	1,400.00	1	700.00
8	G-Tec Signpen Refill 0.3mm, Black	box	700.00	6	4,200.00	2	1,400.00	1	700.00	2	1,400.00	1	700.00
9	G-Tec Signpen Refill 0.3mm, Green	box	700.00	6	4,200.00	2	1,400.00	1	700.00	2	1,400.00	1	700.00
10	G-Tec Signpen 0.4mm, Blue	box	800.00	8	6,400.00	2	1,600.00	2	1,600.00	2	1,600.00	2	1,600.00
11	G-Tec Signpen 0.4mm, Black	box	800.00	8	6,400.00	2	1,600.00	2	1,600.00	2	1,600.00	2	1,600.00
12	G-Tec Signpen 0.4mm, Green	box	800.00	8	6,400.00	2	1,600.00	2	1,600.00	2	1,600.00	2	1,600.00
13	G-Tec Signpen 0.4mm, Red	box	800.00	8	6,400.00	2	1,600.00	2	1,600.00	2	1,600.00	2	1,600.00
14	Gel Pen 0.5mm, Black	piece	45.00	96	4,320.00	24	1,080.00	24	1,080.00	24	1,080.00	24	1,080.00
15	CORRECTION PEN, disposable	piece	89.00	30	2,670.00	10	890.00		-	10	890.00	10	890.00
16	CORRECTION TAPE, disposable	piece	49.50	80	3,960.00	20	990.00	20	990.00	20	990.00	20	990.00
17	Mailing Envelope Long	box	253.00	4	1,012.00	1	253.00	1	253.00	1	253.00	1	253.00
18	ENVELOPE, documentary, (short)	piece	10.00	120	1,200.00	30	300.00	30	300.00	30	300.00	30	300.00
19	ENVELOPE, documentary, (long)	piece	12.00	120	1,440.00	30	360.00	30	360.00	30	360.00	30	360.00
20	ENVELOPE, expanding, legal size	piece	25.00	120	3,000.00	30	750.00	30	750.00	30	750.00	30	750.00
21	FOLDER, Expanded with out Metal Edge (Long)	piece	38.00	120	4,560.00	30	1,140.00	30	1,140.00	30	1,140.00	30	1,140.00
22	FOLDER, Expanded with out Metal Edge (Short)	piece	35.00	120	4,200.00	30	1,050.00	30	1,050.00	30	1,050.00	30	1,050.00
23	FOLDER, Ordinary (Long)	piece	15.00	120	1,800.00	30	450.00	30	450.00	30	450.00	30	450.00
24	FOLDER, Ordinary (Short)	piece	12.00	120	1,440.00	30	360.00	30	360.00	30	360.00	30	360.00
25	MARKER, Highlighter, fluorescent, any color	piece	58.00	12	696.00	3	174.00	3	174.00	3	174.00	3	174.00
26	OFFICE PASTE	cup	38.50	8	308.00	2	77.00	2	77.00	2	77.00	2	77.00
27	Glue Stick	piece	38.50	20	770.00	5	192.50	5	192.50	5	192.50	5	192.50
28	Liquid Glue (130g)	piece	50.00	8	400.00	2	100.00	2	100.00	2	100.00	2	100.00
29	PAPER CLIP, Vinyl Coated, 33mm, 100pcs	box	25.00	40	1,000.00	10	250.00	10	250.00	10	250.00	10	250.00
30	PAPER CLIP, Vinyl Coated, 50mm, 100pcs	box	45.00	40	1,800.00	10	450.00	10	450.00	10	450.00	10	450.00
31	PAPER FASTENER, 50 sets/box	box	65.00	40	2,600.00	10	650.00	10	650.00	10	650.00	10	650.00
32	Multi-purpose Paper, bond, 8¼ x 11¾" ,Subs. 24, A4	ream	380.00	180	68,400.00	50	19,000.00	40	15,200.00	50	19,000.00	40	15,200.00
33	Multi-purpose Paper, bond, 11 x17" subs 24 A3	ream	410.00	20	8,200.00	5	2,050.00	5	2,050.00	5	2,050.00	5	2,050.00
34	Multi-purpose Paper, bond, 8½ x 11", Subs. 24, Short	ream	350.00	80	28,000.00	20	7,000.00	20	7,000.00	20	7,000.00	20	7,000.00
35	Multi-purpose Paper, bond, 8½ x 13", subs. 20, Long	ream	385.00	40	15,400.00	10	3,850.00	10	3,850.00	10	3,850.00	10	3,850.00
36	Multi-purpose Paper, bond, 8½ x 13", subs. 24, Long	ream	390.00	180	70,200.00	50	19,500.00	40	15,600.00	50	19,500.00	40	15,600.00
37	RECORD BOOK, 500 pages, Hardbound	piece	286.00	20	5,720.00	5	1,430.00	5	1,430.00	5	1,430.00	5	1,430.00
38	RUBBER BAND, No. 16 / 50 grams/box	box	35.00	40	1,400.00	10	350.00	10	350.00	10	350.00	10	350.00
39	STAPLE WIRE, No. 35	box	46.20	40	1,848.00	10	462.00	10	462.00	10	462.00	10	462.00
40	STAPLE WIRE, No. 10	box	46.20	20	1,201.20	10	462.00		-	10	462.00		277.20

	Index of Payments to employees	piece	[illegible]00	300	600.00	100	[illegible]0.00		-	100	200.00	100	200.00
42	Metal Ink (Black)	piece	195.00	4	780.00	2	390.00		-	2	390.00		-
43	RULER, aluminum 12"	piece	30.00	8	240.00	2	60.00	2	60.00	2	60.00	2	60.00
44	STAMP PAD INK, blue	btl	97.90	8	783.20	2	195.80	2	195.80	2	195.80	2	195.80
45	STAMP PAD, felt pad, min 60mm x 100mm	piece	130.00	16	2,080.00	4	520.00	4	520.00	4	520.00	4	520.00

	GOODS Category / Nature and Description / Specification		UNIT	TOTAL CALENDAR		DISTRIBUTION BY QUARTERS							
						1ST QTR.		2ND QTR.		3RD QTR.		4TH QTR.	
46	TAPE, transparent, 50 meters	roll	29.70	48	1,425.60	12	356.40		-	24	712.80	12	356.40
47	Photopaper Matte	pack	280.00	6	1,680.00	2	560.00	1	280.00	2	560.00	1	280.00
48	Sticky Notes 8x6inches	pieces	85.00	20	1,700.00	5	425.00	5	425.00	5	425.00	5	425.00
49	Binder Clip (19mm)	box	75.00	4	300.00	1	75.00	1	75.00	1	75.00	1	75.00
50	Rectangular Rubber Eraser	pieces	15.00	16	240.00	4	60.00	4	60.00	4	60.00	4	60.00
51	TAPE, packaging, 50 meters length	roll	53.90	40	2,156.00	10	539.00	10	539.00	10	539.00	10	539.00
52	TAPE, masking	roll	40.00	40	1,600.00	10	400.00	10	400.00	10	400.00	10	400.00
53	TAPE, Duct	roll	65.00	40	2,600.00	10	650.00	10	650.00	10	650.00	10	650.00
54	TAPE, Double Sided	roll	40.00	40	1,600.00	10	400.00	10	400.00	10	400.00	10	400.00
55	MARKING PEN, permanent, (Broad & Fine) any color	piece	60.00	16	960.00	4	240.00	4	240.00	4	240.00	4	240.00
56	Marking Pen, permanent refill (Black)	bottle	100.00	8	800.00	2	200.00	2	200.00	2	200.00	2	200.00
	TOTAL EVERY QTR.						87,291.70		72,813.30		[illegible]		[illegible]
	PROGRAM TOTAL AMOUNT:				322,290.00								

	Category / Nature and Description / Specification		UNIT	CALENDAR		1ST QTR.		2ND QTR.		3RD QTR.		4TH QTR.	
	INVENTORY / COMMON COMPUTER SUPPLIES	UNIT	PRICE	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
1	COMPACT DISK STORAGE CASE	piece	79.90	16	1,278.40	4	319.60	4	319.60	4	319.60	4	319.60
2	FLASH DRIVE, 32GB, USB 2.0, plug and play	piece	544.50	16	8,712.00	4	2,178.00	4	2,178.00	4	2,178.00	4	2,178.00
3	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	429.00	16	6,864.00	4	1,716.00	4	1,716.00	4	1,716.00	4	1,716.00
4	FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	308.00	16	4,928.00	4	1,232.00	4	1,232.00	4	1,232.00	4	1,232.00
5	FLASH DRIVE, 64GB, USB 2.0, plug and play	piece	800.00	16	12,800.00	4	3,200.00	4	3,200.00	4	3,200.00	4	3,200.00
6	MOUSE, optical, USB connection type	piece	295.00	16	4,720.00	4	1,180.00	4	1,180.00	4	1,180.00	4	1,180.00
7	MOUSE, optical, Wireless (Bluetooth)	piece	520.00	16	8,320.00	4	2,080.00	4	2,080.00	4	2,080.00	4	2,080.00
8	MOUSE PAD	piece	89.00	16	1,424.00	4	356.00	4	356.00	4	356.00	4	356.00
9	KEYBOARD, USB connection type	piece	225.00	16	3,600.00	4	900.00	4	900.00	4	900.00	4	900.00
10	DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	11.00	40	440.00	10	110.00	10	110.00	10	110.00	10	110.00
11	DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	15.00	40	600.00	10	150.00	10	150.00	10	150.00	10	150.00
12	EXTERNAL HARD DRIVE, 1TB,	piece	4,895.00	8	39,160.00	2	9,790.00	2	9,790.00	2	9,790.00	2	9,790.00
13	Numeric Keypad	piece	250.00	8	2,000.00	2	500.00	2	500.00	2	500.00	2	500.00
	TOTAL EVERY QTR.						23,711.60		23,711.60		[illegible]		[illegible]
	PROGRAM TOTAL AMOUNT:				94,846.40								