Republic of the Philippines
Department of Public Works and Highways
DAVAO CITY II DISTRICT ENGINEERING OFFICE
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: 2025-06-030 06/03/2025
P.R. No. & Date: 2025-05-031 dated 05/28/2025
Office/End-User: Admin. Section (COA Office)
DPWH-DCII DEO, Tugbok D.C.

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 Number/Mayor's Permit/Tax Clearance/DTI (must be certified true copy) and Omnibus Sworn Statement (specific to contract)*** *shall be attached upon submission of the quotation and every page of the documents 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 112,571.60 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-DCIIDEO, Tirol St., Tugbok, Davao City.*

LYDIA S. SISON
Asst. District Engineer
(BAC-Chairperson)

	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Ink Printer Cartridge Cyan T01C2	2	pcs.		
2	Ink Printer Cartridge Magenta T01C3	2	pcs.		
3	Ink Printer Cartridge Yellow T01C4	2	pcs.		
4	Ink Printer Cartridge Black T01C1	2	pcs.		
5	WF-C579R Ink Maintenance Box	3	pcs.		
6	Air Freshener	3	btl.		
7	Insect Spray (500ml)	6	pcs.		
8	Fastener, Plaster Long (50pcs./pack)	3	pcs.		
9	Record Book, 500 pages	3	pcs.		
10	Data File Box (Magazine File), Royal Blue	4	pcs.		
11	Data File Folder (Looseleaf), Royal Blue	5	pcs.		
12	Storage Box with top cover, 30cm x 40cm	4	pcs.		
13	Automatic Paper Shredder Machine (23L)	1	unit		
14	Desk Type Heavy Duty Stapler	1	unit		
15	Heavy Duty Stapler Wire (desk type)	2	box		
	x-x-x-x-x-x-x-x				
	For use in the operations of the COA Office				
	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-DCIIDEO
Tel. No. 293-1765 (Procurement Unit)
Fax No. 293-0551

_____
Printed Name / Signature / Date

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