



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS  
**PALAWAN 2<sup>ND</sup> DISTRICT ENGINEERING OFFICE**  
Narra, Palawan MIMAROPA REGION (IV-B)



Name of Procuring Entity	: Palawan 2nd DEO, Narra, Palawan	Request for Quotation:	2024-084
Contract ID	: 24GEF0101	Date :	October 18, 2024
Contract Name	: Supply and Delivery of Office Supplies for use of Planning and Design Section		
Location	: DPWH-Palawan 2nd District Engineering Office, Narra, Palawan	Office/End-User :	Planning and Design Section
Standard form/Title	: <b>REQUEST FOR QUOTATION/Small Value Procurement</b>		
COMPANY NAME	:	Date :	
ADDRESS	:	TIN No :	
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 **10:00am of October 25, 2024** in the return envelope attached herewith, to the BAC Office, Palawan 2nd District Engineering Office, Narra, Palawan.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written,
2. Delivery period within Thrity (30) C.D upon receipt of approved funded Purchase Order (P.O), Administrative penalties pursuant to Sec. 69 of Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
3. Warranty shall be a minimum of three (3) months for supplies & materials; one (1) 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. G-EPS Registration Certificate/Mayor's Permit/DTI Registration/ Tax Clearance and Omnibus Sworn Statement shall be attached upon submission of quotation.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each item being offered and it shall be eco-friendly.
8. The approved budget ceiling for this procurement is **PHP 700,400.00**

**EUGENIO R. KATON**  
BAC VICE CHAIRPERSON

ITEM NO.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Toner KIP 800 Black	6	BTL		
2	Toner KIP 800 Cyan	6	BTL		
3	Toner KIP 800 Magenta	6	BTL		
4	Toner KIP 800 Yellow	6	BTL		
5	KIP Mylar Paper, PPC 75 TS 610mm x 20M	20	ROLL		
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX				
Grand Total . . . .				Php	

Brand and Model : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_

Warranty : \_\_\_\_\_  
Price Validity : \_\_\_\_\_

**After having carefully read and accepted your General Conditions, I/We quote on the item(s) at prices noted above.**  
**If the space for delivery period, Warranty and Prices Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.**

Printed Name /Signature/Date

Tel. No./Cellphone/E-mail Address