

Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS CAMARINES NORTE DISTRICT ENGINEERING OFFICE Daet, Camarines Norte, Region V



REQUEST FOR QUOTATION FOR NEGOTIATED PROCUREMENT UNDER SMALL VALUE PROCUREMENT

The Department of Public Works and Highways, Camarines Norte District Engineering Office, through its Bids and Awards Committee (BAC), invites eligible suppliers to submit REQUEST FOR QUOTATION for this contract to wit:

PR Number	: 2025-05-039						
Contract Name	: Purchase of Office Supplies to be used by Various						
Offices/Sections, DPWH-CNDEO							
Brief Description	: Office Supplies						
Approved Budget for the Contract (ABC)		: Php 556,740.00					
Tender Documents	: N/A						
Source of Fund	: EAO 2025						
Duration	: 30 Calendar Days						

The BAC will conduct Alternative Mode of procurement through Negotiated Procurement under **SMALL VALUE PROCUREMENT**, Rule XVI, section 53.9 of the IRR of RA 9184 in accordance with the BAC Resolution No. **CN-G-2025-05-017** dated **May 19, 2025**, duly approved by the HOPE.

To be eligible to bid for this contract, a contractor must meet the following major requirements: (a) Duly licensed Filipino citizen/sole proprietorship (b) Partnerships duly organized under the laws of the Philippines and which at least sixty percent (60%) of the interest belongs to citizen of the Philippines; (c) Corporation duly organized under the Philippines, and which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines.

The prospective bidder must submit Mayor's/Business Permit; PhilGEPS Registration Certificate; Income/Business Tax Return for ABC's above Php 500,000.00 and; Omnibus Sworn Statement for ABC's above P50,000.00.

Per GPPB Resolution No. 15-2021, prospective bidders are required to upload and maintain current the following eligibility documents in the PhilGEPS:

- a. Registration Certification (SEC/DTI Registration)
- b. Mayor's/Business permit or its Equivalent Documents
- c. Tax Clearance
- d. PCAB License and Registration for Infrastructure Projects; and
- e. Audited Financial Statements

Any expired document among the afore-cited eligibility documents shall render the PhilGEPS Platinum Registration Certificate as automatically suspended and its validity shall resume only once the said expired document is already updated with the PhilGEPS.

For recently expired Mayor's Permit, the recently expired Mayor's Permit together with official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the LGU shall be accepted by the PhilGEPS for the purpose of updating the PhilGEPS Certificate of Platinum Registration and Membership.

The BAC will request all invited/interested bidders on **May 29, 2025**, until 10:00am, to submit the best offer based on the technical and financial requirements.

The schedule of key procurement activities for this Contract is shown below:

Activity	Time	Place	
1. Posting to submit Request for Quotation (RFQ)	May 21, 2025	a) <u>www.PhilGEPS.gov.ph</u> b) <u>www.dpwh.gov.ph</u> c) DPWH, Bulletin Board	
2. Receipt and submission of Quotation (RFQ) and the conduct of Negotiation	10:00AM, May 29, 2025	BAC/Procuring Office, DPWH- CNDEO, Daet, Camarines Norte	

The Department of Public Works and Highways, Camarines Norte District Engineering Office reserves the right to accept or reject any of the submitted Quotation and to annul the procurement process any time before Contract award, without incurring any liability to the affected bidder/s, in accordance with the provisions of Section 41 of RA 9184 and its IRR.

Any request for additional information concerning this bidding shall be directed to the following:

HELEN O. ASINAS

BAC Chairperson DPWH, Camarines Norte District Engineering Office Daet Camarines Norte Tel. Number: (054) 571-2203 Email: dpwh.cndeo@hotmail.com

ROSHELLE J. VILLAMOR

Procurement Engineer/Head-BAC Secretariat DPWH, Camarines Norte District Engineering Office Daet Camarines Norte Tel. Number: (054) 571-2203 Email: dpwh.cndeo@hotmail.com

APPROVED BY:

C Chairperson

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Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS CAMARINES NORTE DISTRICT ENGINEERING OFFICE

REGIONAL OFFICE V

		Daet, Camarines	Norte				
Name of	Procuring Entity:		Request	for Quotat	ion (P.R.No.) :	2025-05-039	
Revised						May 14, 2025	
Standard Form/Title : REQUEST FOR QUOTATION Office/End-User : DPWH-CNDEO							
	NY NAME :					Admin. Section	
ADDRES							
	/FAX No. :			TIN :			
	Please quote your lowest price on the item	(s) listed below, subject to the T	erms and Condi		elow and submit you	r quotation duly signed	
	epresentative not later than 10:00 A.M. of					Secretariat for DPWH,	
	Norte District Engineering Office.						
	nd CONDITIONS :						
1. All entri	ies must be typewritten or legibly written. / period within <u>thirty (30)</u> days upon	receipt of the proroved funded	Durchaced Orde	r (P O)			
Administra	ative penalties pursuant to Sec. 69 of the Re	vised IRR-RA 9184 shall be imr	nsed for non-de	iverv	No.		
	alid reason.			,	1		
1	ty shall be for a minimun of three (3) mont	hs for supplies & materials; one	year for Equipm	ent from	Qui	w	
	ceptance by the end-user.	n dan dan ia				D. ASINAS	
	alidity shall be for a period of sixty (60) cale				And the second s	strict Engineer erson, BAC	
5. G-EPS F	Registration Certificate/Mayor's Permit/DTI	shall be attached upon submissi	on of the quotat	ion.	Citairp	croon, DAC	
	shall submit original brochures showing ce		licable				
	indicate the brand for each items being offe						
8. The app ITEM	proved budget ceiling for this procurement		P	·			
NO.	ITEMS & DESCR	IPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE	
1	Battery, AA / 2s		30	рс			
2	Book Paper, A3 size		10	rm			
3	Book Paper, A4 size, substance 20		800	rm			
4	Correction Tape		60	рс			
5	Envelope, Brown Long		500	рс			
6	External Hard Disc, 2TB		8	рс			
7	Folder, long		2,000	рс			
8	Folder, Expandable, Long (Blue)		100	pc			
9	Paper Clip, big		80	bx			
10	Permanent Marker, Black		24	рс			
11	Record Book, 500pp		100	рс			
12	Staple Wire #35		20	bx			
13	Ink Refill, EPSON 7741, Black		25	рс			
14	Toner for Brother, TN 3608XL		1	рс			
15	Toner for HP Laserjet, 76A	Plack	4	pc			
16 17	Toner for Copier, DEVELOP, TN228K Toner for Copier, DEVELOP, TN228Y		4	pc			
17	Toner for Copier, DEVELOP, TN228M		2	pc pc			
19	Toner for Copier, DEVELOP, TN228C		2	pc			
XXX	Toher for copier, DEVELOT, 112200	, cyan		pc			
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	DLIDDOCT: Durations of Office (Tunning to be used by upris		ctions DDV			
	PURPOSE: Purchase of Offce S	supplies to be used by valid	ous onices / se	cuons, DPV	VH CNDEO.		
	d Model :		Warranty	:			
Delivery	Period :		Price Validity	/ :			
	er having carefully read and accepted your arranty and Price Validity are left blank, it n		•			space for Delivery	
	Tel. No. 4400314 5712203				Printed Name / Signa	ture / Date	
Tel. No. / Cellphone No. / E-mail Address					E-mail Address		