



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
AGUSAN DEL SUR 2ND DISTRICT ENGINEERING OFFICE
San Francisco, Agusan del Sur, Region XIII



Name of Procuring Entity : DPWH Agusan del Sur 2nd DEO Request for Quotation (P.R No.): **024-01-009**
Revised on : Date: **01/18/2024**
Standard form/Title : **REQUEST FOR QUOTATION** Office/End-User: **Supply & Property Unit**
Mode of Procurement : **SHOPPING**
COMPANY NAME : PHILGEPS No.:
ADDRESS : TCC No.:
TEL NO./FAX No. : TIN No.:

Please quote your lowest price on the items listed below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than _____ and submit the hard copy to the BAC Secretariat for Goods at DPWH ADS 2nd DEO Brgy. Karaos, San Francisco, Agusan del Sur.

TERMS & CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within **30 calendar days** upon receipt of the approved funded Purchase Order (P.O).
- Administrative penalties pursuant to Sec. 69 of the revised IRR of 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; three (3) years IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. PHILGEPS Registration Certificate and Mayor's/Business Permit shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand and model for each items being offered.
8. The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all of the items. Otherwise they will be subjected for disqualification.
9. The approved budget ceiling for this procurement/s is **Php 443,863.00**

LEODEGARIO M. MAZO
Chief, Quality Assurance Section
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Archive File (book-type w/clip)	250	pcs		
2	Ballpen, 0.5, Black	250	pcs		
3	Ballpen, 0.5, Blue	250	pcs		
4	Calculator, 12 digits	3	pcs		
5	Calculator, (AS-120 12 Digits)	1	pc		
6	Calculator, Scientific	5	pcs		
7	Correction Pen	5	pcs		
8	Correction Tape	30	pcs		
9	Data File Box, Double with cover	30	bxs		
10	Fastener, Metal (Not Extended)	11	bxs		
11	Field Book, Engineer	10	pcs		
12	Folder, Tagboard, Legal	11	packs		
13	Marker Pen, Permanent Black	10	pcs		
14	Paper Bond, A3, 80gsm	28	reams		
15	Paper Bond, A4, 80gsm	380	reams		
16	Paper Bond, Legal, 80gsm	50	reams		
17	Paper, Mimeo, A4	5	reams		
18	Paper, Mimeo, Legal	5	reams		
19	Paper Photo, A4	11	packs		
20	Paper Sticker, A4	10	packs		
21	Paper, Tracing 24x50 yds, 90gsm	30	rolls		
22	Pencil with Eraser	20	pcs		
23	Puncher Heavy Duty	5	pcs		
24	Recordbook, non-clothbound 300 pages (Official)	10	books		
25	Recordbook, non-clothbound 500 pages (Official)	20	books		
26	Signpen, 0.5, black	250	pcs		
27	Signpen, 0.5, green	12	pcs		
28	Staple Wire No. 35	11	bxs		
29	Universal Bond Paper AP800 610MM (24"x150), 80 gsm, 2" core	20	rolls		
30	Vellum paper white long	10	pads		
TOTAL AMOUNT (Php)					

Purpose: For use in DPWH-Agusan del Sur 2nd DEO for 1st Quarter of 2024.

Please specify brand names and model, if applicable

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 Delivery Period, Warranty and Price Validity are left blank , it means that I concur with the Terms and Conditions specified by DPWH.

Tel. No.: _____

Telefax: _____

Printed Name/Signature/Date

Tel No./Cellphone No./ mail address