



Name of Procuring Entity:

RFQ No./PR No.: RFQ-0057/PR2024-07-0257

Revised on:

Date: JUL 05 2024

Standard Form/ Title: REQUEST FOR QUOTATION

Office/End-user: Administrative Section

COMPANY NAME:

PhilGEPS No.:

ADDRESS:

TCC No.:

TEL. NO./FAX NO:

TIN:

(SMALL VALUE PROCUREMENT ABOVE 50K)

Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your sealed quotation and other requirements duly signed by your representative not later than 10:00am of JUL 12 2024 at the DE's Cottage Conference Room of Bukidnon 1st DEO, DPWH, Malaybalay City.

Please observe proper sealing and marking of bids. All envelopes must contain the RFQ number and name to be bid, name and address of the bidder and address to the BAC Chairman & bear a warning "DO NOT OPEN BEFORE . . . date and time for the opening. No bids shall be submitted through email. Sealed quotation must meet the following requirements.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written

2. **Delivery period** is within **30 days** upon receipt of the approved funded Purchase Order (P.O.).

Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reasons.

3. **Warranty** must be submitted after acceptance by the procuring entity of the delivered supplies in the following conditions and terms of warranty:

Expendable Supplies (consumed in used within 1 year like fuel, spareparts and etc.)

Non-Expendable Supplies (serviceable in more than one (1) year like furniture, fixtures and etc.)

IT Equipments (computers, printers and etc.)

4. **Price validity** shall be for a period of sixty (60) calendar days.

5. PhilGEPS Registration , Mayor's Permit , DTI , Income/Business Tax Return, Tax Clearance Certificate and Omnibus Sworn Statement shall be attached upon submission of quotation.

6. Bidders shall submit original brochures showing certifications of the product , if applicable

7. Please indicate the "**BRAND NAME/MODEL**" for each items being offered

8. The approved budget ceiling (ABC) for this procurement is

PHP 358,958.00

9. 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.

10. For **FUEL**, Unit price may change subject for fluctuation of current pump price upon withdrawal of fuel.

11. Supplier must have an official store/registered establishment - Geotagged Photos of Actual Store of Supplier (Outside and Inside) must submitted along with their quotation.

ITEM NO.	ITEM AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Ball pen, ordinary, black, 50 pcs/box	2	box		
2	Ball pen, ordinary, blue, 50 pcs/box	2	box		
3	Battery, AA, ALKALINE, 2 pcs/pack	10	pack		
4	Battery, AAA, ALKALINE, 2 pcs/pack	24	pack		
5	Bond paper, 70 gsm, A4	300	reams		
6	Bond paper, 100 gsm, A3	36	reams		
7	Broom, soft (walis tambo)	6	pcs		
8	Broom, stick (walis ting-ting)	100	pcs		
9	Detergent powder, 1kg/pack	24	pack		
10	Detergent powder, 65 grams, 12 pcs/bundle	144	dozen		
11	Dish washing liquid, 300-400ml	60	bottle		
12	Dish washing paste, 400 grams	72	pcs		
GRAND TOTAL					

Purpose: Supply and delivery of various Office Supplies for the Maintenance & Finance Section for 2nd Semester of CY 2024. DPWH Buk. 1st DEO, Malaybalay City.

Brand and Model:

Warranty:

Delivery Period:

Price Validity:

After having carefully read and accepted your General Conditions, I/We quote you on the items at prices noted above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that concur with the Terms and Conditions specified by DPWH.

Printed Name & Signature, Date

Contact Number/E-mail Address



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BUKIDNON 1ST DISTRICT ENGINEERING OFFICE
Malaybaya City, Bukidnon, Region X



Name of Procuring Entity:

RFQ No./PR No.: RFQ-0957/PR2024-07-0957

Revised on:

Date: JUL 03 2024

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Office/End-user: Administrative Section

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ADDRESS:

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must submitted along with their quotation.

ITEM NO.	ITEM AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
13	Dish washing sponge, 100mm x 75mm x 30mm	48	PCS		
14	Disinfectant spray, 400 grams (aerosol)	36	can		
15	Door mat, 30x44 cm (WELCOME)	12	PCS		
16	Duct tape, gray	6	roll		
17	Engineers field book	100	PCS		
18	Feather duster	24	PCS		
19	Garbage bag, xs	30	roll		
20	Garbage bag, medium	6	roll		
21	Glass cleaner, with spray, 500 ml	60	bottle		
22	Glue, all purpose, 200g	12	PCS		
23	Hand gloves, rubber	12	pairs		
24	Hand gloves, cloth	100	pairs		
GRAND TOTAL					

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Brand and Model:

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Printed Name & Signature, Date

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JUL 05 2024

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Non-Expendable Supplies (serviceable in more than one (1) year like furniture, fixtures and etc.)
IT Equipments (computers, printers and etc.)
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PhilGEPS Registration , Mayor's Permit , DTI , Income/Business Tax Return, Tax Clearance Certificate and Omnibus Sworn Statement shall be attached upon submission of quotation.
- Bidders shall submit original brochures showing certifications of the product , if applicable
- Please indicate the "**BRAND NAME/MODEL**" for each items being offered
- The approved budget ceiling (ABC) for this procurement is **PHP 358,958.00**
- 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.
- For **FUEL**, Unit price may change subject for fluctuation of current pump price upon withdrawal of fuel.
- Supplier must have an official store/registered establishment - Geotagged Photos of Actual Store of Supplier (Outside and Inside) must submitted along with their quotation.

[Signature]
SARAH JANE B. LAGRAMA
Engineer III
BAC Chairperson

-3 MONTHS
-1 YEAR
-3 YEARS

ITEM NO.	ITEM AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
25	Hand soap, liquid, 500 ml	60	bottle		
26	Insecticide spray, 500 ml (aerosol)	12	can		
27	Liquid bleach	24	gallon		
28	Marker fluorescent, tri color set	60	set		
29	Mouse pad	36	pcs		
30	Official Record Book, 300 leaves	60	pcs		
31	Paper clip, 48mm	36	box		
32	Photo paper, glossy, A4, 260 gsm	18	pack		
33	Puncher, standard	2	pcs		
34	Push pin	1	box		
35	Rag cotton, assorted	12	pcs		
36	Self inking dater (mm/dd/yy)	12	pcs		
GRAND TOTAL					

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Brand and Model:

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Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BUKIDNON 1ST DISTRICT ENGINEERING OFFICE
Malaybalay City, Bukidnon, Region X



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BARAH JANE B. LAGRAMA
Engineer III
BAC Chairperson

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-3 MONTHS

Non-Expendable Supplies (serviceable in more than one (1) year like furniture, fixtures and etc.)

**-1 YEAR
-3 YEARS**

IT Equipments (computers, printers and etc.)

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ITEM NO.	ITEM AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
37	Sign pen, black, liquid gel, 0.5, 12 pcs/box	6	box		
38	Staple wire, standard	24	box		
39	Sticky note pad, 1x3, 100 sheets per pad	36	pad		
40	Sticky note pad, 2x3, 100 sheets per pad	24	pad		
41	Sticky note pad, 2x4, 100 sheets per pad	24	pad		
42	Sticky note pad, 3x3, 100 sheets per pad	12	pad		
43	Sticky note pad, 3x4, 100 sheets per pad	12	pad		
44	Sticky note pad, 3x5, 100 sheets per pad	12	pad		
45	Sticky note pad w/ dispenser, 1/2", w/ 4 assorted colors	6	set		
46	Tape, double sided, 24mm (1")	12	roll		
47	Tape, double sided, 48mm (2") (foam type)	4	roll		
48	Tape, masking, 48mm (2")	4	roll		
GRAND TOTAL					

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TIN:

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