



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SURIGAO DEL NORTE 1ST DISTRICT ENGINEERING OFFICE
Dapa, Siargao Island, Surigao del Norte, Region XIII



Name of Procuring Entity	: DPWH Surigao del Norte 1st DEO	Purchase Request No.:	2025-03-0034
Revised on	:	Date:	March 7, 2025
Standard Form/Title	: REQUEST FOR QUOTATION	Office/End-User:	Construction Section
Mode of Procurement	: Sec. 52.1(b) SHOPPING		
COMPANY NAME	:		
ADDRESS	:		
TEL. NO./FAX NO.	:	TIN No.:	

Please quote your lowest price on the item/s listed below, subject to the General Conditions stated below and submit your quotation duly signed by your representative not later than 10:00 am of **MAR 25 2025** in the return envelope (SEALED) attached herewith to the BAC Secretariat, Surigao del Norte 1st District Engineering Office, Dapa, Siargao Island, Surigao del Norte.

TERMS and CONDITIONS:

- 1) All entries must be typewritten or legibly written.
- 2) Delivery period within **30 CD** 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 reasons.
- 3) Warranty shall be for a minimum of three (3) months for supplies & materials; one (1) year for Equipment; 3 years I.T. Equipment from date of acceptance by the end-user
- 4) Price Validity shall be for a period of 60 Calendar Days
- 5) PhilGEPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission or quotation
- 6) Bidders shall submit original **BROCHURES** showing certification of the product, if applicable
- 7) Please indicate the **BRAND** for each item being offered
- 8) The Approved Budget Ceiling (ABC) for this procurement is **Php 188,490.00**
- 9) Bids submitted thru Mail of Fax will not be accepted.


QUINTINIANO C. ARMENDAREZ, JR.
BAC Vice Chairperson

The awarding for this RFQ will be on lump-sum basis. Prospective suppliers must quote for all of the items, otherwise they will be subjected for disqualification.

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Archive Folder w/ DPWH Logo	200	piece		
2	Ballpen, Black	15	box		
3	Ballpen, Blue	15	box		
4	BATTERY, Dry Cell, AAA 2pcs/blister pack	2	pack		
5	Bond Paper A3, 297mmx420mm	30	ream		
6	Correction Tape, roller type, 5 meters	20	piece		
7	DATING & STAMPING Machine, heavy duty	1	piece		
8	DOUBLE CLIP, 1 INCH WIDE	5	BOX		
9	DOUBLE CLIP, 3/4 INCH WIDE	5	BOX		
10	DOUBLE SIDED TAPE WITH FOAM	20	ROLL		
11	DUCT TAPE, GRAY	10	ROLL		
12	ENVELOPE, MAILING WHITE	1	BOX		
13	ENGINEER'S FIELD BOOK	10	DOZEN		
14	FASTENER, VINYL COATED	5	BOX		
15	FOLDER WHITE LONG, 14PTS, 100PCS	5	BUNDLE		
16	GLUE, ALL PURPOSE, GROSS WEIGHT:200GRAMS	10	BOTTLE		
17	HIGH LIGHTER (YELLOW, ORANGE, GREEN)	15	PIECE		
18	MARKER, BROAD (BLACK)	1	BOX		
19	PAPER CLIP, VINYL/PLASTIC, COATED, LENGTH: 48MM	5	BOX		

Purpose: Common Janitorial Supplies use for Construction Section (1st Quarter 2025)

Total Amount:

Total Amount in Words:

Brand Name and Model :	Warranty
Delivery Period :	Price Validity
Place of Delivery :	Terms of Payment : Cash on Delivery NOT applicable

To be delivered at DPWH, Surigao del Norte 1st DEO, Dapa, SDN

After having carefully read and accepted your General Conditions, I/We quote you 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 Condition specified by DPWH.

Tel.No. _____
Email Address: dpwhsurigaodelnorte1st@gmail.com

Printed Name/Signature



Name of Procuring Entity	: DPWH Surigao del Norte 1st DEO	Purchase Request No.:	2025-03-0034
Revised on	:	Date:	March 7, 2025
Standard Form/Title	: REQUEST FOR QUOTATION	Office/End-User:	Construction Section
Mode of Procurement	: Sec. 52.1(b) SHOPPING'		
COMPANY NAME	:		
ADDRESS	:		
TEL. NO./FAX NO.	:	TIN No.:	

Please quote your lowest price on the item/s listed below, subject to the General Conditions stated below and submit your quotation duly signed by your representative not later than 10:00 am of **MAR 25 2025** in the return envelope (SEALED) attached herewith to the BAC Secretariat, Surigao del Norte 1st District Engineering Office, Dapa, Siargao Island, Surigao del Norte.

TERMS and CONDITIONS:

- 1) All entries must be typewritten or legibly written
- 2) Delivery period within **30 CD** 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 reasons.
- 3) Warranty shall be for a minimum of three (3) months for supplies & materials; one (1) year for Equipment; 3 years I.T. Equipment from date of acceptance by the end-user
- 4) Price Validity shall be for a period of 60 Calendar Days
- 5) PhilGEPs Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of quotation
- 6) Bidders shall submit original **BROCHURES** showing certification of the product, if applicable
/) Please indicate the **BRAND** for each items being ordered
- 8) The Approved Budget Ceiling (ABC) for this procurement is **Php 188,490.00**
- 9) Bids submitted thru Mail or Fax will not be accepted.

QUINTINIANO C. ARMENDAREZ, JR.
BAC Vice-Chairperson

The awarding for this RFQ will be on lump-sum basis. Prospective suppliers must quote for all of the items, otherwise they will be subjected for disqualification.

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
20	PAPER, MULTI PURPOSE (COPY) A4, 70 GSM	30	REAM		
21	PAPER, MULTI PURPOSE (COPY) LEGAL, 70 GSM	30	REAM		
22	PENCIL, HIGH QUALITY	5	BOX		
23	PHOTO PAPER, PREMIUM GLOSSY A4	10	PACK		
24	PUNCHER, HEAVY DUTY	3	PIECE		
25	RECORD BOOK, 500 PAGES, SIZE:214MMX278MM MIN	15	PIECE		
26	SCISSOR, SYMMETRICAL, BLADE LENGTH: 65MM, MIN	3	PIECE		
27	SCOTCH TAPE 2"	5	ROLL		
28	SIGN PEN, BLACK, LIQUID/GEL INK, 0.5MM	10	BOX		
29	SIGN PEN, BLUE, LIQUID/GEL INK, 0.5MM	10	BOX		
30	STAPLE WIRE #35, 5000s/BOX	10	BOX		
31	STAPLER, HEAVY DUTY	3	PIECE		
32	STICKER PAPER, A4 GLOSSY	5	PACK		
33	STICKY NOTE	10	PAD		
34	TAPE MASKING, WIDTH: 24MM (± 1MM)	3	ROLL		
35	TAPE TRANSPARENT WIDTH: 24MM (± 1MM)	3	ROLL		
36	TAPE TRANSPARENT WIDTH: 48MM (± 1MM)	3	ROLL		
37	VELLUM BOARD (8.5"X13")WHITE 200GSM	20	PACK		

Purpose: X-X-X-X-X-X
Common Janitorial Supplies use for Construction Section (1st Quarter 2025)

Total Amount:

Total Amount in Words:

Brand Name and Model : _____ Warranty _____
 Delivery Period : _____ Price Validity _____
 Place of Delivery : To be delivered at DPWH, Surigao del Norte 1st DEO, Dapa, SDN Terms of Payment : Cash on Delivery NOT applicable

After having carefully read and accepted your General Conditions, I/We quote you 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 Condition specified by DPWH.

Tel.No. _____
 Email Address: dpwhsurigaodelnorte1st@gmail.com

Printed Name/Signature