



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.:	2025-03-0042
Revised on	:	Date:	March 14, 2025
Standard Form/Title	: REQUEST FOR QUOTATION	Office/End-User:	PLANNING & DESIGN 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 9:30 am 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
- 7) Please indicate the **BRAND** for each items being offered

Php 66,784.64

- 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
1	PAPER, MULTI PURPOSE (COPY) A4, 70GSM	50	REAM		
2	PAPER, MULTI PURPOSE (COPY) LEGAL, 70GSM	50	REAM		
3	BOND PAPER A3, 287MMX420MM	20	REAM		
4	FASTENER, VINYL COATED, 6 INCHES	10	BOX		
5	FASTENER, PLASTIC COAT, 8 1/2" LONG 70GSM	2	BOX		
6	BALLPEN (BLACK)	5	BOX		
7	SIGN PEN BLACK, LIQUID/GEL INK, 0.5 MM	10	DOZEN		
8	SCISSORS, SYMMETRICAL, BLADE: 65MM MIN	2	PIECE		
9	STAPLER WITH REMOVER, STANDARD TYPE	3	PIECE		
10	PUNCHER, HEAVY DUTY	2	PIECE		
11	STAPLE WIRE STANDARD #35, 5000s/BOX	10	BOX		
12	BROWN ENVELOPE, LONG	8	DOZEN		
13	EXPANDED ENVELOPE, GREEN LONG	3	DOZEN		
14	ROCORD BOOK, 300 PAGES	3	PIECE		
15	FOLDER WHITE, LONG	5	DOZEN		
16	DUCT TAPE, GRAY	4	PIECE		
17	SCOTCH TAPE, 1"	4	PIECE		
	X-X-X-X-X-X				

Purpose: COMMON OFFICE SUPPLIES FOR PLANNING & DESIGN SECTION

Total Amount:

Total Amount in Words:

Brand Name and Model :	Warranty
Delivery Period :	Price Validity
Place of Delivery :	Terms of Payment

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

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

Tel. No./Cellphone No./Email Address