



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REGIONAL OFFICE XIII

J. Rosales Avenue, Butuan City

Name of Procuring Entity : DPWH R.O. XIII, Butuan City	Request for Quotation (P.R. No.): 2025-04-123	
Revised on : _____	Date : April 23, 2025	ABC: Php 658,919.00
Standard Form/Title : REQUEST FOR QUOTATION	Office /End-user : Equipment Management Division	
COMPANY NAME :		
ADDRESS :		
TEL. NO./FAX NO. :		TIN :

Please submit your quotation for the item/s listed below, subject to the Terms and Conditions hereof, which may be submitted in person or thru registered mail not later than 10:00 A.M. of MAY 05 2025 in a sealed or open envelope duly signed by the firm's owner or authorized representative, to the BAC Secretariat for Goods, DPWH Regional Office XIII, J. Rosales Avenue, Butuan City.

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period within 05 Cal. Days upon receipt of the approved funded Purchase Order (PO) Administrative penalties pursuant to Sec.69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
- Warranty shall be for a minimum of three (3) months for supplies & materials; one (1) year for Equipment; three (3) years for IT equipment from date of acceptance by the end user.
- Price validity shall be for a period of sixty (60) calendar days.
- PhilGEPS Registration Number, certified true copy of Mayor's Permit and DTI or SEC shall be attached upon submission of the quotation.
- Certified true copy of Income/Business Tax Return for ABC Php500K & above and Notarized Omnibus Sworn of Statement for ABC Php50K & above shall be submitted before the award of Purchase Order (PO) for Small Value Procurement (Sect. 53.9 of the Revised IRR-RA9184).
- The DPWH reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.

JOEY D. GINGANE
Chief, Administrative Division
BAC-Chairperson

1st extension : _____
2nd extension : _____
3rd extension : _____

The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all the items. Otherwise they will be subjected for disqualification.

ITEM No.	ITEMS AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Ballpen, black, 12pcs/box	30	box		
2	Ballpen, blue, 12pcs/box	30	box		
3	Ballpoint pen, in case, black	5	set		
4	Calculator, JS-20B, 12 digit	5	unit		
5	Carbon Film, PE, black, 216mm x 330mm, 100sheets/box	2	box		
6	Carbon Film, PE, blue, 216mm x 330mm, 100sheets/box	2	box		
7	Cork Board with wooden frame, 18x24inches	5	pc		
8	Cutter Blade, 18mm x 100mm, 10pcs/tube	1	tube		
9	Cutter Knife, auto lock with flat push button, 18mmx100mm, black	5	pc		
10	Data File Box, blue made of thick chifboard, 15.5"x9.5"x4.5"	20	pc		
11	Document box, with cover, 11.2" x15.5" x 12.5"	10	pc		
12	Engineer's Field Book	20	pc		
13	Envelope, Documenary, for A4 size document, 500pcs/box	1	box		
14	Envelope, expanding, kraft, legal size, 100pcs/box	1	box		
15	Eraser, plastic or rubber big	5	pc		
16	Eraser for white board, big size, 5" x2"	5	pc		
17	Fastener for paper, plasticcoated, 8.5inches, 50sets/box	40	box		
18	File Organizer box, double with cover, made of thick	30	pc		
19	Folder, expanding, legal size, 100pcs/apck	4	pack		
20	Folder, sliding, legal size, 100pca/pack	2	pack		
21	Folder with Tab, brown, A4 size, 100pcs/pack	10	pack		
22	Folder with Tab, brown, legal size, 100pcs/pack	10	pack		
23	Folder with Tab, white, A4 size, 100pcs/pack	10	pack		
24	Folder with Tab, white, legal size, 100pcs/pack	10	pack		
25	Ink, Marker Permanent, black	5	btl		
26	Ink, Marker Permanent, blue	5	btl		
27	Ink, Self-ingking, stamp, black	6	btl		
28	Laminating Film, 250 micron, A4 size	3	ream		
29	Laminating Film, 250 micron, Legal size	2	ream		
30	Laminating Film, 250 micron, short size	2	ream		
31	Loose-leaf, 11-hole, A4 20pcs/pack	30	pack		
32	Marker Permanent, broad tip, black	10	pc		
33	Marker Permanent, broad tip, blue	10	pc		
34	Marker Permanent, bullet tip, black	10	pc		
35	Marker Permanent, bullet tip, blue	10	pc		
36	Marker Permanent, bullet tip, red	10	pc		
37	Marker whiteboard, bullet tip, black	10	pc		
38	Marker whiteboard, bullet tip, blue	10	pc		
39	Marker whiteboard, bullet tip, red	10	pc		
40	Mechanical Lead Pencil	50	pc		
41	Note Pad, Stick-on (1-1/2" x 2") 100 sheets/pad	100	pad		



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REGIONAL OFFICE XIII
J. Rosales Avenue, Butuan City

Name of Procuring Entity : DPWH R.O. XIII, Butuan City Request for Quotation (P.R. No.) : 2025-04-123
Revised on : Date : April 23, 2025 ABC: Php 658,919.00
Standard Form/Title : REQUEST FOR QUOTATION Office /End-user : Equipment Management Division

COMPANY NAME :

ADDRESS :

TEL. NO./FAX NO. :

TIN :

Please submit your quotation for the item/s listed below, subject to the Terms and Conditions hereof, which may be submitted in person or thru registered mail not later than 10:00 A.M. of MAY 05 2025 in a sealed or open envelope duly signed by the firm's owner or authorized representative, to the BAC Secretariat for Goods, DPWH Regional Office XIII, J. Rosales Avenue, Butuan City.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within 60 Cal. Days upon receipt of the approved funded Purchase Order (PO) Administrative penalties pursuant to Sec.69 of the Revised IRR-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 for 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 Number, certified true copy of Mayor's Permit and DTI or SEC shall be attached upon submission of the quotation.
6. Certified true copy of Income/Business Tax Return for ABC Php500K & above and Notarized Omnibus Sworn of Statement for ABC Php50K & above shall be submitted before the award of Purchase Order (PO) for Small Value Procurement (Sect. 53.9 of the Revised IRR-RA9184).
7. The DPWH reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.


JOEY D. GINGANE

Chief, Administrative Division
BAC-Chairperson

1st extension : _____

2nd extension : _____

3rd extension : _____

The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all the items. Otherwise they will be subjected for disqualification.

ITEM No.	ITEMS AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
42	Note Pad, Stick-on (2" x 3") 100 sheets/pad	100	pad		
43	Note Pad, Stick-on (3" x 3") 100 sheets/pad	100	pad		
44	Note Pad, Stick-on (3 x 4") 100 sheets/pad	100	pad		
45	Note Pad, Stick-on (4" x 6") 100 sheets/pad	100	pad		
46	Numbering Machine Ink (metal ink), 28ml	4	btl		
47	Numbering Machine , automatic, 8 digit	4	pc		
48	Paper clip, vinyl, coated gem, assorted color, 32mm, 70pcs/box	100	box		
49	Paper clip, vinyl, coated gem, assorted color, 48mm, 70pcs/box	100	box		
50	Paper cutter/trimmer, wooden base, 12x15inches, 12sheets max. cuts-up	6	pc		
51	Paper Multicopy, 80gsm, A3 size	2	ream		
52	Paper Multicopy, 80gsm, A4 size	400	ream		
53	Paper Multicopy, 80gsm, legal size	200	ream		
54	Paper Multicopy, 80gsm, short size	20	ream		
55	Parker Blistered refill	10	pc		
56	Parker Roller Ball, refill, medium, 0.8, black	10	pc		
57	Parker Roller Ball, refill, medium, 0.8, blue	10	pc		
58	Paste, water well, 200 grams	6	pc		
59	Pen, artline drawing system, 0.8mm	1	box		
60	Pencil Sharpener	6	pc		
61	Printable vinyl sticker paper	5	pack		
62	Puncher, 75xl heavy duty, with twoo hole guide	6	pc		
63	Push Pins, Hammer head type, assorted colors, 100pcs/case	20	case		
64	Record Book, 150 pages, size 17.2 cmx28.5cm	20	book		
65	Record Book, official record, 300 pages, size 8.5in x 11 inches	20	book		
66	Record Book, official record, 500 pages, size 8.5in x 11 inches	20	book		
67	Rubber Band, 70mm min lay flat length (#18)	10	box		
68	Ruler, plastic, 12 inches, 1 pc in individual plastic	30	pc		
69	Scissors, big, symmetrical/asymetrical, 8 inches	10	pc		
70	Self-inking mini dater, S-300	10	pc		
71	Sign film index (sign here) semi-transparent self adhesive, 100sht/pack	200	pack		
72	Sign film index (plain) semi-transparent self adhesive, 100sht/pack	200	pack		
73	Signpen, black, 0.5, 12pcs/box	50	box		
74	Signpen, blue, 0.5, 12pcs/box	50	box		
75	Signpen, red, 0.5, 12pcs/box	2	box		
76	Signpen, Liquid gel, black, 0.5, 12pcs/box	50	box		
77	Signpen, Liquid gel, blue, 0.5, 12pcs/box	50	box		
78	Signpen, Liquid gel, black, 0.7, 12pcs/box	50	box		
79	Signpen, Liquid gel, blue, 0.7, 12pcs/box	50	box		
80	Signpen, Refill ball point for parker, black, 12pcs/box	1	box		
81	Signpen, Refill ball point for parker, blue, 12pcs/box	1	box		
82	Stamp Pad, felt, No.3	6	pc		

Name of Procuring Entity : DPWH R.O. XIII, Butuan City

Request for Quotation (P.R. No.): 2025-04-123

Revised on :

Date: April 23, 2025

ABC: Php 658,919.00

Standard Form/Title : REQUEST FOR QUOTATION

Office /End-user : Equipment Management Division

COMPANY NAME :

ADDRESS :

TEL. NO./FAX NO.:

TIN :

Please submit your quotation for the item/s listed below, subject to the Terms and Conditions hereof, which may be submitted in person or thru registered mail not later than 10:00 A.M. of MAY 03 2025 in a sealed or open envelope duly signed by the firm's owner or authorized representative, to the BAC Secretariat for Goods, DPWH Regional Office XIII, J. Rosales Avenue, Butuan City.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within 10 Cal. Days upon receipt of the approved funded Purchase Order (PO) Administrative penalties pursuant to Sec.69 of the Revised IRR-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 for 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 Number, certified true copy of Mayor's Permit and DTI or SEC shall be attached upon submission of the quotation.
6. Certified true copy of Income/Business Tax Return for ABC Php500K & above and Notarized Omnibus Sworn of Statement for ABC Php50K & above shall be submitted before the award of Purchase Order (PO) for Small Value Procurement (Sect. 53.9 of the Revised IRR-RA9184).
7. The DPWH reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.

JOEY D. GINGANE

Chief, Administrative Division
BAC-Chairperson

1st extension :

2nd extension :

3rd extension :

The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all the items. Otherwise they will be subjected for disqualification.

[illegible]

Name of Procuring Entity : DPWH R.O. XIII, Butuan City	Request for Quotation (P.R. No.): 2025-04-123	
Revised on :	Date: April 23, 2025	ABC: Php 658,919.00
Standard Form/Title: REQUEST FOR QUOTATION		Office /End-user : Equipment Management Division

COMPANY NAME :	
ADDRESS :	
TEL. NO./FAX NO. :	TIN :

Please submit your quotation for the item/s listed below, subject to the Terms and Conditions hereof, which may be submitted in person or thru registered mail not later than 10:00 A.M. of MAY 05 2025 in a sealed or open envelope duly signed by the firm's owner or authorized representative, to the BAC Secretariat for Goods, DPWH Regional Office XIII, J. Rosales Avenue, Butuan City.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within 60 Cal. Days upon receipt of the approved funded Purchase Order (PO) Administrative penalties pursuant to Sec.69 of the Revised IRR-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 for 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 Number, certified true copy of Mayor's Permit and DTI or SEC shall be attached upon submission of the quotation.
6. Certified true copy of Income/Business Tax Return for ABC Pnp500K & above and Notarized Omnibus Sworn of Statement for ABC Pnp50K & above shall be submitted before the award of Purchase Order (PO) for Small Value Procurement (Sect. 53.9 of the Revised IRR-RA9184).
7. The DPWH reserves the right to accept or reject any bid, to annul the bidding process, and to rejects all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.

King

Chief, Administrative Division
BAC-Chairperson

1st extension : _____
2nd extension : _____
3rd extension : _____

The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all the items. Otherwise they will be subjected for disqualification.

[illegible]

Purpose: Office supplies for 1st Quarter Cy-2025 of Equipment Management Division (EMD) Regional Office, EMD Tiniwisan, AES-1, AES-2, AES-3 & AES-4

Please specify brand names & model, if applicable.

Brand: _____
Model: _____

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 Term and Conditions specified by DPWH.

Tel. No.: 975-9174

Telefax No.: 975-9174
c/o Procurement Staff
email: bac_r13@dpwhnet.gov.ph

Signature over Printed Name / Date

Tel. No. / Cellphone No. / E-mail Address