## 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.): 2025-05-182			
Revised on:	Date	: May 07, 2025	ABC: Php <b>254,087.00</b>		
Standard Form/Title:	REQUEST FOR QUOTATION		Office /End-user: Office of the Regional Director		
COMPANY NAME	s e				
ADDRESS	•				
TEL. NO./FAX NO.	•		TIN:		
registered mail not later that representative, to the BAC S	an 10:00 A.M. of MAY 16 2 ecretariat for Goods, DPWH Regional	in a sealed or oper	nditions hereof, which may be submitted in person or thrunder envelope duly signed by the firm's owner or authorized e, Butuan City.		
<ol> <li>All entries must be typewrite</li> </ol>	en or legibly written.				

- 2. Delivery period within \_\_\_\_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 Php5oK & 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 rejects all bids at any time prior to contract award without thereby icurring any liability to the affected bidder.

Chief, Administrative Division BAC-Chairperson

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

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

ITEM	ITEMS AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
No.	Alcohol, Ethyl, 70%, solution, 500ml	10	btl		
2		12			
	Alcohol, Ethyl, 70%, solution, galloon		gal		
3	Air Freshener, aerosol type, 320ml	10	can		
4	Ballpen, black, 12's/box	11	box		
5	Ballpen, blue, 12's/box	11	box		
6	Battery, dry cell AA, 2pcs/pack	40	pack		
7	Battery, dry cell AAA, 2pcs/pack	42	pack		
8	Battery, 9V 175mAh	12	pcs		
9	Battery, rechargeable, size AA 2000MAh, 2pcs/pack	18	pack		
10	Battery, rechargeable, size AAA 2000MAh, 2pcs/pack	2	pack		
11	CD-DVD Marker Pen with cap 0.60, black extra fine, 12pcs/box	2	box		
12	CLIP, backfold/Binder Clip, 19mm, 12pcs/box	5	box		
13	CLIP, backfold/Binder Clip, 25mm, 12pcs/box	3	box		
14	CLIP, backfold/Binder Clip, 32mm, 12pcs/box	8	box		
15	CLIP, backfold/Binder Clip, 50mm, 12pcs/box	8	box		
16	Envelope, Documentary for A4 size document, 500pcs/box	5	box		
17	Envelope, Documentary for Legal size document, 500pcs/box	4	box		
18	Envelope, Expanding, kraft, Legal size, 100pcs/box	1	box		
19	Envelope, Expanding, kraft, Legal size	45	pcs		
20	Envelope, expanding, garter string, Legal size, 100pcs/box	1	box		
21	Envelope, expanding, garter string, short size, 100pcs/box	2	box		
22	Envelope, mailing, ordinary long, 500pcs/box	1	box		
23	Facial Tissue, big	44	box		
24	Fastener, for paper, plastic, 70mm, 50 sets/box	26	box		
25	Fastener, for paper, plastic,8.5 inches, 50 sets/box	18	box		
26	Folder with tab, white legal size, 100pcs/pack	6	pack		
27	Folder, Pressboard, legal size, 100 sheets/pack	1	pack		
28	Marker, permanent, bullet tip, black	12	pcs		
29	Marker, permanent, bullet tip, blue	7	pcs		
30	Marker, whiteboard, bullet tip, black	10	pcs		
31	Marker, whiteboard, bullet tip, blue	8	pcs		
32	Note Pad, stick on (1-1/2" x2"), 100 shts per pad	7	pad		
33	Note Pad, stick on (2" x3"), 100 shts per pad	5	pad		
34	Note Pad, stick on (3" x3"), 100 shts per pad	5	pad		
35	Note Pad, stick on (3" x 4"), 100 shts per pad	10	pad		
36	Note Pad, stick on (4" x 6"), 100 shts per pad	10	pad		
37	Paper C2S, 100gsm, 12" x18"	20	rms		
38	Paper C2S, 180gsm, 12" x18"	20	rms		
39	Paper Clip, vinyl coated gem, assorted color, 32mm, 70pcs per box	10	box		
40	Paper Clip, vinyl coated gem, assorted color, 48mm, 70pcs per box	12	box		
41	Paper fingertip moistener, non-toxic odorless, 20grm	3	pcs		

Procurement (Sect. 53.9 of the Revised IRR-RA9184).

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## REGIONAL OFFICE XIII

J. Rosales Avenue, Butuan City

Name of Procuring Entity: DPWH R.O. XIII, Butuan City	uotation (P.R. No.): 2025-05-182	
Revised on: Date:	May 07, 2025	ABC: Php <b>254,087.00</b>
Standard Form/Title : REQUEST FOR QUOTATION		Office /End-user: Office of the Regional Director
COMPANY NAME:		
ADDRESS:		
TEL. NO./FAX NO. :		TIN:
Please submit your quotaton for the item/s listed below, sub registered mail not later than 10:00 A.M. of	in a sealed or open fice XIII, J. Rosales Avenue unded Purchase Order (PO) Adr r non-delivery without valid rea ials; one (1) year for Equipmen	ministrative ason.  Chief, Administrative Division BAC-Chairperson
6. Certified true copy of Income/Business Tax Return for ABC Php500K &	above and Notarized Omnibus	s Sworn of 3rd extension:

Statement for ABC Php5oK & above shall be submitted before the award of Purchase Order (PO) for Small Value

7. The DPWH reserves the right to accept or reject any bid, to annul the bidding process, and to rejects all bids at any

 $time\ prior\ to\ contract\ award\ without\ thereby\ icurring\ any\ liability\ to\ the\ affected\ bidder.$ 

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

No.	ITEMS AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
42	Parker, roller Ball, refill, medium, o.8 black	34	pcs		
43	Parker, roller Ball, refill, medium, o.8 blue	34	pcs		
44	Photopaper, double sided, glossyy, 120gsm, A4 size, 50pcs/pack	32	pack		
45	Photopaper, glossy, A3 size, 18 ogsm, 10 pcs/pack	6	pack		
46	Photopaper, glossy, A4 size, 18ogsm, 10pcs/pack	20	pack		
47	Push Pins, round head type, assorted colors, 100pcs/case	2	case		
48	Record Book, 300 pages sixe 8.5in x 11 inches	9	book		
49	Record Book, 500 pages sixe 8.5in x 11 inches	20	book		
50	Scissors, big symmetrical/assymetrical, 8 inches	6	pcs		
51	Sign film index (sign here) semi-transparent self adhesive, 100shts/pack	37	pack		
52	Sign film index (plain) semi-transparent self adhesive, 100shts/pack	20	pack		
53	Signpen, Liquid gel, black, o.3mm, 12pcs/box	25	box		
54	Signpen, Liquid gel, blue, 0.3mm, 12pcs/box	20	box		
55	Signpen, Liquid gel, black, o.4mm, 12pcs/box	10	box		
56	Signpen, Liquid gel, blue, 0.4mm, 12pcs/box	10	box		
57	Signpen, Liquid gel, black, 0.5mm, 12pcs/box	22	box		
58	Signpen, Liquid gel, blue, 0.5mm, 12pcs/box	3	box		
59	Signpen, Refill, liquid gel, black, o.3mm, 12's/box	2	box		
60	Signpen, Refill, liquid gel, blue, o.3mm, 12's/box	2	box		
61	Signpen, Refill, liquid gel, black, o.5mm, 12's/box	2	box		
62	Signpen, Refill, ball point for parker, black, 12pcs/box	2	box		
63	Stamp pad felt No. 3	2	pcs		
64	Staple Wire, copper, standard no. 35, 5000pcs/box	7	box		
65	Staple Wire, metal, standard no. 35, 5000pcs/box	19	box		
66	Stapler no. 35 with Remover	7	pcs		
67	Sticker paper, legal, white, 20's/pack	20	pack		
68	Sticky Note, 1x2 inches, 5 colors in pad, 100shts/pad	3	pad		
69	Sticky Note, 2x3 inches, 5 colors in pad, 100shts/pad	5	pad		
70	Sticky Note, 3x3 inches, 5 colors in pad, 100shts/pad	8	pad		



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

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J. Rosales Avenue, Butuan City

Request for Quotation (P.R. No.): 2025-05-182

Revised on	evised on: Date: May 07, 2025 ABC: Php 254,087.00						.00	
Standard F	rd Form/Title : REQUEST FOR QUOTATION Office /End-user : Office of the Regional Director					ional Director		
COMPANY NAME:								
	ADDRESS:							
TE	L. NO./FAX NO. :			TIN:				
	ase submit your quotaton for the ite	m/s listed below subject	t to the Terms and Cor	ditions her	of which	may be submitted	d in person or thru	
registered	nase submit your quotation for the ite mail not later than 10:00 A.M. oftive, to the BAC Secretariat for Goods	MAY 16 2025	in a sealed or open	envelope o	duly signed			
2				-, Datadir Ci	.y.			
TERMS and Co	<u>DNDITIONS:</u> es must be typewritten or legibly written.						1	
	(4/3)	eceipt of the approved fund	ed Purchase Order (PO) Ad	ministrative		(Amia)		
penaltie	s pursuant to Sec.69 of the Revised IRR-RA					JOEY DOING	ANE	
	ty shall be for a minimum of three (3) mon				Ch	Chief, Administrative Division		
	r IT equipment from date of acceptance by					BAC-Chairpe	rson	
4. Price va	lidity shall be for a period of sixty (60) caler	ndar days.						
1 1	S Registration Number, certified true co	ppy of Mayor's Permit and	DTI or SEC shall be att	ached upon				
1	ion of the quotation.				2nd extension :			
	l true copy of Income/Business Tax Retu ent for ABC Php50K & above shall be subr							
18	ment (Sect. 53.9 of the Revised IRR-RA9184)		Purchase Order (PO) Jor	Small value	The awar	ding for this RFQ v	vill be on a lump-	
1:	WH reserves the right to accept or reject a		nrocess and to rejects al	l hids at any		s. Prospective Supp		
1:	or to contract award without thereby icurr			i Dias at any		he items. Otherwi		
ļ		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			Subjected			
ITEM No.	ITEMS A	AND DESCRIPTION		QTY.	UNIT	UNIT PRICE	TOTAL PRICE	
71	Sticky Note, 3x4 inches, 4 colors			10	pad			
72	Sticky Note, 3x5 inches, 5 colors			7	pad			
73	Sticky Note, 4x6 inches, 5 colors			5	pad			
74	TAPE, double sided, 12mm x 10 r			5	rll			
75	TAPE, double sided, 24mm x 10 I			12	rll			
76	TAPE, double sided, 48mm x 10			5	rll			
77	Tape, duct/cloth, silver, 48mm x	11 yards		9	rll			
78	Tape, packaging, 48m, 50 yards			23	rll			
79	Tape, transparent, 24mm x 25 ya			13	rll			
80	Tape, transparent, 48mm x 25 ya	ards		5	rll			
<u> </u>								
<b>_</b>								
						-		
Purpose:	Purchase of various office supplies	for 1st & 2nd Otr. CY-20:	25, to be used under OF	RD				
1 dipose.	raichase of various office supplies	TOT ISCOLLING QUITET 201	e), to be used under or	10				
DI	-: 6. b	LT.						
Please spe	cify brand names & model, if applical							
	Brand : Warranty :							
Model : 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 o	ınd price Validity are left blank, it mea	ns that I concur with the	Term and Conditions sp	ecified by Di	PWH.		190.00	
Te	l. No.: 975-9174 Telefa	x No.: 975-9174			Signa	ture over Printe	d Name / Date	
	c/o Pro	curement Staff						
	email:	bac_r13@dpwhnet.gov.p	h		Tel No	/ Cellphone No	/ E-mail Address	
					1 EI. NO.	/ Cemphone No.	L-IIIUII AUUI ESS	