



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 254,087.00
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 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 16 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 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.
- 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. GUNGANE

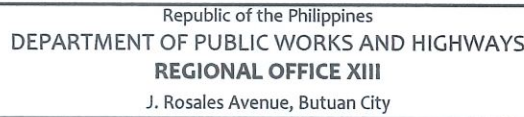
Chief, Administrative Division  
BAC-Chairperson

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	Alcohol, Ethyl, 70%, solution, 500ml	48	btl		
2	Alcohol, Ethyl, 70%, solution, galloon	12	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" x 2"), 100 shts per pad	7	pad		
33	Note Pad, stick on (2" x 3"), 100 shts per pad	5	pad		
34	Note Pad, stick on (3" x 3"), 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" x 18"	20	rms		
38	Paper C2S, 180gsm, 12" x 18"	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		





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**JOEY D. GINGANE**  
Chief, Administrative Division  
BAC-Chairperson

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[illegible]

Purpose: Purchase of various office supplies for 1st & 2nd Qtr. CY-2025, to be used under ORD

Please specify brand names &amp; 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