



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.): **24-09-390**  
Revised on: Date: **September 11, 2024** ABC: Php **336,620.00**  
Standard Form/Title: **REQUEST FOR QUOTATION** Office /End-user : AD, EMD, QAHD, ROWALD

**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 **SEP 20 2024** 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. GINGANE**

Chief, Administrative Division  
BAC-Chairperson

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

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ITEM No.	ITEMS AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Procurement of one (1) lot various office supplies for 3rd Quarter CY-2024 to be used in AD, EMD, QAHD & ROWALD, DPWH Regional Office XIII				
1	Acetate, Pen, 10pcs/box	4	box		
2	Ballpen black, 12pcs/box	20	box		
3	Ballpen blue, 12pcs/box	18	box		
4	Ballpen red, 12pcs/box	1	box		
5	Ballpoint pen, in case, black	6	set		
6	Battery, dry cell, AA, 2pcs/pack	32	pack		
7	Battery, dry cell, AAA, 2pcs/pack	8	pack		
8	Centennial Paper, white, 8 1/2 x 11, 10pcs/pack	30	pack		
9	Clip backfold/binder clip, 25mm, 12pcs/box	6	box		
10	Clip backfold/binder clip, 32mm, 12pcs/box	54	box		
11	Clip backfold/binder clip, 50mm, 12pcs/box	46	box		
12	Cutter Blade, 18mm x 100mm, 10 pieces/tube	3	tube		
13	Cutter Knife, auto lock with flat push bottom, 18mm x 100mm blade	6	pc		
14	Detergent powder, complete, 1kilogram	30	pack		
15	Diswashing paste, lemon, 350grams	5	can		
16	Engineer's Field Book	10	can		
17	Envelope, Documentary, for A4 size document, 500pcs/box	4	box		
18	Envelope, Documentary, for legal size document, 500pcs/box	3	box		
19	Envelope, expanding, garter string, legal size, 100pcs/box	2	box		
20	Envelope, expanding, garter string, short size, 100pcs/box	2	box		
21	Envelope, expanding, kraft, legal size, 100pcs/box	2	box		
22	Envelope, expanding, plastic, legal size	40	pc		
23	Envelope, expanding, plastic, legal size, with handle	240	pc		
24	Envelope, Mailing, ordinary long, white, 500pcs/box	5	box		
25	Envelope, plastic, legal size, colored	10	pc		
26	Envelope, plastic, legal size, with handle	10	pc		
27	Envelope, transparent, legal size	10	pc		
28	Envelope, transparent, with center lock & holder, legal size	10	pc		
29	Eraser, plastic or rubber, big	12	pc		
30	Fabric conditioner, 1000ml	30	btl		
31	Fastener for paper, plastic coated, 70mm, 50sets/box	16	box		
32	File Organizer box with cover, made of thick chifboard, 11"x15.5"x11"	10	pc		
33	Folder divider, A4 size, 5stabs, assorted color	50	pc		
34	Folder, expanding, legal size, 100pcs/pack	2	pack		
35	Folder, sliding, legal size, 100pcs/pack	1	pack		
36	Glue, multi-purpose, 130 grms min.	5	jar		
37	Insecticide, aerosol type	10	btl		



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ITEM No.	ITEMS AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
38	Laminating film 228mm x 100mm x 250 micron (9 inches)	1	roll		
39	Marker permanent, broad tip, black	3	pc		
40	Marker permanent, bullet tip, black	10	pc		
41	Marker permanent, bullet tip, blue	10	pc		
42	Marker whiteboard, bullet tip, black	10	pc		
43	Marker whiteboard, bullet tip, blue	10	pc		
44	Note Book, Stenographer	360	pc		
45	NOTE PAD, STICK-ON (3" x 3"), 100 sheets per pad	5	pad		
46	NOTE PAD, STICK-ON (3" x 4"), 100 sheets per pad	5	pad		
47	NOTE PAD, STICK-ON (4" x 6"), 100 sheets per pad	20	pad		
48	Paper Clip, vinyl coated gem, assorted color, 32 mm, 70pcs/box	8	box		
49	Paper Cutter, wooden base, 12x15inches, 12sheets max. cuts-up	1	pc		
50	Paper Multicopy, 80 gsm, short size	30	ream		
51	Paper Multipurpose, 70 gsm, A3 size	15	ream		
52	Paper Multipurpose, 70 gsm, A4 size	180	ream		
53	Paper Multipurpose, 70 gsm, legal size	93	ream		
54	Parker Blistered refill	100	pc		
55	Photopaper, double sided, glossy, 200gsm, A4 size, 10pcs/pack	4	pack		
56	Photopaper, glossy, A4 size, 180gsm, 10pcs/pack	14	pack		
57	Puncher, 75xl heavy duty, with two hole guide	5	pack		
58	Push Pins, flat head type, assorted colors, 100pcs/case	1	case		
59	PVC cards	1	box		
60	PVC cover, 200 microns, short size, 100pcs/box	10	box		
61	Record Book, 150 pages, size 17.2cm x 28.5cm	8	book		
62	Record Book, 300 pages, size 8.5in x 11inches	30	book		
63	Record Book, 500 pages, size 8.5in x 11inches	8	book		
64	Ring Binder, Plastic, no. 1-1/2 x 44"	200	pc		
65	Ring Binder, Plastic, no. 2 x 44"	200	pc		
66	Rubber Band, 70mm min lay flat length (#18)	1	box		
67	Signpen, black, 0.5	50	pc		
68	Signpen, blue, 0.5	50	pc		
69	Signpen, black, 0.4, 12pcs/box	12	box		
70	Signpen, red, 0.4, 12pcs/box	20	box		
71	Signpen, black, 0.5, 12pcs/box	16	box		
72	Signpen, blue, 0.5, 12pcs/box	22	box		
73	Sign Pen Refill, black, 0.4 mm, 12pcs/box	4	box		
74	Sign Pen Refill, black, 0.5 mm, 12pcs/box	5	box		
75	Sign Pen Refill, blue, 0.5 mm, 12pcs/box	7	box		
76	Stamp Pad, felt, No. 3	1	pc		
77	Stamp pad Ink, violet, 50ml	17	btl		
78	Staple Wire, Heavy Duty, 23/13	3	box		



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79	Staple Wire, Heavy Duty, 23/17	3	box		
80	Staple wire, metal, standard no. 35, 5000pcs/box	9	box		
81	Staple remover, plier type	2	pc		
82	Stapler No. 35 w/ remover	12	pc		
83	Stapler binder type heavy duty, 25/13, 135sheets stapling capacity	1	pc		
84	Sticker paper, legal, white, 20sheets/pack	3	pack		
85	Sticky Note, 2x2inches, 5 colors in pad, 100sheets/pad	20	pad		
86	Sticky Note, 2x3inches, 5 colors in pad, 100sheets/pad	10	pad		
87	Sticky Note, 3x3inches, 5 colors in pad, 100sheets/pad	20	pad		
88	Sticky Note, 3x4inches, 4 colors in pad, 100sheets/pad	10	pad		
89	Tape, double sided, 24mm x 10 mtrs	18	roll		
90	Tape, duct/cloth, silver, 48mm x 11 yards	6	roll		
91	Tape, Masking, 24mm x 50 yards	19	roll		
92	Tape, Masking, 48mm x 50 yards	14	roll		
93	Tape, Packaging, 48mm x 80 yards	10	roll		
94	Tape, Transparent, 48mm x 80 yards	8	roll		
95	Tissue, interfolded paper towel	24	pc		

Purpose: Purchase of various office supplies for 3rd Quarter CY-2024, to be used under AD, EMD, QAHD, ROWALD

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