



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.): 24-11-547  
Revised on : Date: November 13, 2024 ABC: Php 360,368.00  
Standard Form/Title : REQUEST FOR QUOTATION Office /End-user : Planning & Design 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 NOV 21 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 : \_\_\_\_\_

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	Acetate, film A4	10	box		
2	Ballpen black, 12's/box	14	box		
3	Ballpen blue, 12's/box	10	box		
4	Battery, size AA	20	pack		
5	Battery, size AAA	10	pack		
6	Cutter Blade, heavy duty, cutter, 10 pcs per tube	9	tube		
7	CLIP, backfold, 19mm, 12pcs/box	10	box		
8	CLIP, backfold, 25mm, 12pcs/box	10	box		
9	CLIP, backfold, 32mm, 12pcs/box	10	box		
10	CLIP, backfold, 50mm, 12pcs/box	18	box		
11	DVD-rewritable w/ case	100	pcs		
12	Eraser, plastic or rubber, big staedler	20	box		
13	Engineers Field Book	200	pcs		
14	Envelope, Expanding, legal Size, 100pcs/box, garter	7	box		
15	Envelope, mailing, ordinary long,, white, 500pcs/box	1	box		
16	Folder white, A4 size, 100 pcs/pack	8	pack		
17	Folder white, A4 size, 100 pcs/pack	5	pack		
18	Fastener for paper, plastic, 50 sets/box	3	box		
19	Fastener for paper, plastic, coated, 8.5" 50 sets/box	52	box		
20	Glue, all purpose 40g min	6	jar		
21	Marker permanent, bullet type, black	150	pc		
22	Marker permanent, bullet type, blue	50	pc		
23	Note Pad, stick-on (1 1/2" x 2") 100 sheets per pad	85	pad		
24	Note Pad, stick-on (3" x 3") 100 sheets per pad	24	pad		
25	Note Pad, stick-on (3" x 4") 100 sheets per pad	60	pad		
26	Note Pad, stick-on (4" x 6") 100 sheets per pad	60	pad		
27	Paper Clip, gem type, 48mm, 100 pcs per box	20	box		
28	Paper Clip, gem type, 32mm, 100 pcs per box	20	box		
29	Pen, artline drawing system, 0.8 mm	1	box		
30	Post it (sign here)	200	pcs		
31	Puncher, heavy duty, with two hole guide	3	pc		
32	Push Pin	3	box		
33	Paper Multicopy, 70 gsm, A3 size	145	rms		
34	Paper Multicopy, 80 gsm, A4 size	350	rms		
35	Paper Multicopy, 80 gsm, legal size	100	rms		
36	Record Book, 150 pages	20	book		
37	11-Hole Loose-leaf (20pcs) A4	10	pack		
38	Signpen, 0.4 black	25	box		
39	Signpen, 0.4 blue	25	box		
40	Signpen, 0.5 black	2	box		





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41	Signpen, Liquid gel, black, 0.7 mm, 12pcs/box	20	box		
42	Signpen, Liquid gel, blue, 0.7 mm, 12pcs/box	20	box		
43	Signpen, Liquid gel, black, 0.3 mm, 12pcs/box	7	box		
44	Signpen, Liquid gel, blue, 0.3 mm, 12pcs/box	5	box		
45	Signpen, Refill, black, 0.4 mm, 12pcs/box	2	box		
46	Signpen, Refill, black, 0.3 mm, 12pcs/box	2	box		
47	Signpen, Refill, black, 0.5 mm, 12pcs/box	2	box		
48	Signpen, Refill, blue, 0.5 mm, 12pcs/box	2	box		
49	Ring Binder, Plastic no. 1/2 x 44"	40	pcs		
50	Ring Binder, Plastic no. 1 x 44"	40	pcs		
51	Stamp Pad, felt pad	5	pcs		
52	Staple Wire, standard, no.35 (copper)	35	box		
53	Staple Wire, heavy duty, 23/13	5	box		
54	Staple Wire, heavy duty, 23/17	5	box		
55	Staple Remover, plier type	10	pcs		
56	Satpler no. 35 with Remover, heavy duty	19	pcs		
57	Tape, double sided, 1" (24mm)	30	rll		
58	Tape, Transparent, 48,, x 80 yard	10	rll		
59	Tape Cloth, 48mm	35	rll		
60	Tape, masking, 48mm, 50 mtrs length	10	rll		
61	Tape, Packaging, 48 mm, 50 mtrs length	23	rll		
62	Technical pen # 0.30	10	pcs		
63	Technical pen # 0.60	10	pcs		
64	Transparent cellophane, 12" x 24"	30	pack		

Purpose: Office supplies for Planning & Design Division, CY-2024

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