



Republic of the Philippines
 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
MISAMIS ORIENTAL 1st DISTRICT ENGINEERING OFFICE
 Gingoog City, Misamis Oriental, Region X



September 5, 2024
 (DATE)

REQUEST FOR PRICE QUOTATIONS

RECEIVED BY:

	NAME OF STORES	TIME & DATE	SIGNATURE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

PR No. & Date: 2024-07-366 dated July 18, 2024

PURPOSE: Supply and Delivery of Office Supplies to be used at DPWH-MOFDEO (all section)

Approved by:

Canvassed by:

JOSEPH N. PALIMA
 Chief, Administrative Section
 BAC Vice-Chairperson

KRISTOFFER T. MONTIBON
 Engineer II

website: www.dpwh.gov.ph
 Tel. No: 088-861-1185



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
MISAMIS ORIENTAL 1ST DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE X

Purok 5, Brgy. 26, Gingoog City, Misamis Oriental

Name of Procuring Entity : **DPWH-MOFDEO** Request for Quotation : **2024-07-366**

Revised on : _____ Date : **September 5, 2024**

Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User : **ADE**

COMPANY NAME : _____

ADDRESS : _____

TEL. NO./FAX No. : _____ **TIN** : _____

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than 10:00 A.M. of September 11, 2024 in the return envelope attached herewith, to the Procurement Unit Office, 3rd Floor DPWH - Misamis Oriental 1st District Engineering Office, Purok 5, Brgy. 26, Gingoog City

TERMS and CONDITIONS :

1. All entries must be typewritten or legibly written.
2. Delivery period within THIRTY (30) Working days upon receipt of the approved funded Purchase Order (P.O). 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 year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. Documents required to be submitted with the bid:
 - 5.1 Certified copy of PhilGEPs;
 - 5.2 Certified Copy of Mayor's Permit/Business Permit;
 - 5.3 Notarized Omnibus Sworn Statement
6. Bidders shall submit original brochures of the product .
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **P 435,865.00**

JOSEPH N. PALIMA
Chief, Administrative Section
BAC, Vice Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Ballpen Fine Point, .5mm (Black)	350	pcs		
2	Gel Sign Pen Ballpen .5mm smooth writing Black	200	pcs		
3	Battery "AAA" Alkaline 2pc/packet	30	packet		
4	Battery "AA" Alkaline 2pc/packet	30	packet		
5	Binder Clips 2" 12pcs/box	30	box		
6	Binder Clips 1 1/2" 12pcs/box	30	box		
7	Binder Clips 1" 12pcs/box	30	box		
8	Bond Paper A4 Size, 80gsm	500	reams		
9	Bond Paper Legal Size, 80gsm	100	reams		
10	Correction Tape, 6meters (min)	200	pcs		
11	Calculator Compact 12 digits	2	unit		
12	Colored Bond Assorted, Legal 250sheets/pack	20	reams		
13	Colored Bond Blue, Legal Size 250sheets/pack	40	reams		
14	Duct Tape 2"x10m	30	roll		
15	Double Sided Tape 1"x10m	100	roll		
16	Double Sided Tape 2"x10m	50	roll		
17	Flash Drive 32 Gb Fast Transfer Software	20	pcs		
18	Fingertip Moistener 100g	10	pcs		
19	Flourescent Marker, 3 colors/set	20	sets		
20	Folder Tagboard, Legal	500	pcs		
21	Folder Tagboard, A4 Size	300	pcs		
22	Folder Expandable Legal	200	pcs		
23	Marker, Whiteboard, Black	5	pcs		
24	Marker, Permanent, Black	30	pcs		
25	Notepad, Stick-on (3"x3")	30	pad		
26	Notepad, Stick-on (3"x4")	30	pad		
27	Marker Ink Refill Black	5	bottle		
28	Mailing Envelope Legal Size 500pcs/bundle	4	bundle		
29	Paper Clip, 33mm	20	box		

Brand and Model : _____ Warranty : _____
Delivery Period : _____ 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 Terms and Conditions specified by DPWH.

Printed Name / Signature / Date

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

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DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
MISAMIS ORIENTAL 1ST DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE X

Purok 5, Brgy. 26, Gingoog City, Misamis Oriental

Name of Procuring Entity : DPWH-MOFDEO		Request for Quotation : 2024-07-366	
Revised on :		Date : September 5, 2024	
Standard Form/Title : REQUEST FOR QUOTATION		Office/End-User : ADE	
COMPANY NAME :			
ADDRESS :			
TEL. NO./FAX No. :		TIN :	

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JOSEPH N. PALIMA
Chief, Administrative Section
BAC, Vice-Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
30	Paper Clip, 50mm Big	20	box		
31	Paper Fastener, Metal 7cm 50 sets/box	50	box		
32	Pencil Led with Eraser	10	doz.		
33	Puncher Heavy Duty	10	pcs		
34	Sign Pen,Hi-Tech Point VIO Grip .5mm BLACK	150	pcs		
35	Sign Pen,Hi-Tech Point VIO Grip 1.0mm BLACK	200	pcs		
36	Sign Pen,Hi-Tech Point VIO Grip .5mm RED	50	pcs		
37	Sign Pen, Uni Ball 1.0 UMN 207/152 BLACK	10	box		
38	Stamp Pad Ink, Violet 50ml	10	bottle		
39	Stamp Pad no. 1, Felt Pad Big	5	pad		
40	Stapler Heavy Duty	20	pcs		
41	Staple Remover Plier Type Stainless	20	pcs		
42	Staple Wire no.35 5000staples/box	50	boxes		
43	Sticker Paper, A4 Size10 pcs/pack	30	pack		
44	Scissors 6" Stainless Steel Sharp	20	pairs		
45	Tape, Transparent (1") 24mm x50yards	50	rolls		
46	Tape Dispenser 1"	5	pcs		
47	Tape Masking no.1"x50m	50	rolls		
48	Rubber Band Flat Thick 350g/box	10	boxes		
49	Record Book 216mmx279mm 300pages	150	book		
50	Record Book 216mmx279mm 500pages	100	book		

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

Please specify brand name otherwise, bids will not be accepted.

Please specify total amount in words.

Brand and Model : _____	Warranty : _____
Delivery Period : _____	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 Terms and Conditions specified by DPWH.

Printed Name / Signature / Date

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

