



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**SURIGAO DEL NORTE 1ST**  
**DISTRICT ENGINEERING OFFICE**  
REGIONAL OFFICE XIII  
Dapa, Siargao Island, Surigao del Norte

Name of Procuring Entity: **DPWH-Surigao del Norte 1st DEO**

Request for Quotation (P.R No): **CONSXIII-24-08-0192**

Revised on:

Date: **August 12, 2024**

Standard Form/Title: **REQUEST FOR QUOTATION**

Office/End-User: **CONSTRUCTION SECTION**

COMPANY NAME :

ADDRESS :

TEL. NO./FAX NO. :

TIN:

Please quote your lowest price on the item/s listed below, subject to the General Conditions stated below and submit your quotation duly signed by your representative not later than 10:00 am of **September 3, 2024** in the return envelope attached herewith, to the Procurement Unit, Surigao del Norte 1st District Engineering Office, Dapa, Siargao Island, Surigao del Norte.

**TERMS and CONDITIONS :**

1. All entries must be typewritten or legibly written.
2. Delivery period within **30 CD** 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. PhilGEPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation.
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 **Php 250,804.00**

**QUINTINIANO C. ARMENDAREZ, JR.**

BAC Chairperson

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

ITEM NO	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Archive Folder with DPWH Logo	300	piece		
2	Marker Broad, Black	3	box		
3	Ruler	2	piece		
4	Glue, All Purpose (Large)	10	bottle		
5	Puncher, Heavy Duty	2	unit		
6	Sign Pen Black, liquid/gel ink, 0.5mm	15	dozen		
7	Sign Pen Blue, liquid/gel ink, 0.5mm	15	dozen		
8	Sticky Note	20	pad		
9	Pencil, High Quality	10	box		
10	Correction Tape, roller type, 5 meters	20	piece		
11	Ballpen, Black	10	box		
12	Bond Paper A3, 297mmx420mm	30	ream		
13	Paper, Multi-Purpose (Copy) A4, 70gsm	50	ream		
14	Paper, Multi-Purpose (Copy) Legal, 70gsm	50	ream		
15	Folder, White Long	15	dozen		
16	Ring Binder	60	length		
17	Photo Paper Premium Glossy	20	pack		
18	Vellum Board (8.5"x 13") White 200gsm	20	pack		
19	Clip, backfold, 50mm	10	box		
20	Double Sided Tape	190	roll		
21	Illustration Board (1/8 size)	30	piece		
22	PVC Plastic cover for rebinding 8.5"x13" (300 micron/100 sheets)	5	pack		
23	Duct Tape, Blue	15	piece		
24	Battery, Dry Cell, size AA	6	pack		
25	Battery, Dry Cell size AAA	6	pack		

**Purpose:** Common Office Supplies for Construction Section use (3rd quarter 2024)

Brand and Model: \_\_\_\_\_

Warranty: \_\_\_\_\_

Delivery Period: \_\_\_\_\_

Price Validity: \_\_\_\_\_

Place of Delivery: **To be delivered at DPWH - SDN 1st DEO, Dapa, SDN**

Terms of Payment: **Cash on delivery NOT applicable**

After having carefully read and accepted your General Conditions, I/We quote you on the item(s) at prices noted above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Condition specified by the DPWH.

Tel. No.: \_\_\_\_\_ Telefax: \_\_\_\_\_

Printed Name/Signature/Date

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