



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: <b>DPWH-Surigao del Norte 1st DEO</b>	Request for Quotation (P.R No):	<b>FSXIII-24-09-0206</b>
Revised on:	Date:	September 18, 2024
Standard Form/Title: <b>REQUEST FOR QUOTATION</b>	Office/End-User:	<b>FINANCE SECTION</b>
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 9:30 am of **October 8, 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 C.D.** 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 192,240.00**

**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	200	pc		
2	Paper, Multi-Purpose (COPY) A4, 70gsm	100	ream		
3	Paper, Multi-Purpose (COPY) A3, 70gsm	10	ream		
4	Numbering Self-Inking Stamp 13 digits 4mm	5	pcs		
5	Photo Paper RC Satin Premium Glossy A4 260 GSM	5	pack		
6	Photo Top Gliter A4	5	pack		
7	Vellum Board (8.5"x13") white 200gsm	10	pack		
8	Vellum Board A4 white 200gsm	10	pack		
9	Record Book, 500 pages, size : 214mm x 278mm min	2	pcs		
10	OTG Flash Drive USB to type C 64GB	20	pcs		
11	Double sided tape clear (Nano Tape)	10	roll		
12	Double Sided tape w/ foam	5	roll		
13	Duct tape, gray/ white black	10	piece		
14	Fastener, Vinyl coated, 6 inches long	10	box		
15	360 rotating Stapler 26/6 (heavy duty)	10	pcs		
16	Stapler wire standard #35,5000s/ box	10	box		
17	Sign Pen Black, liquid/gel ink, 0.3mm	4	box		
18	Sign Pen Blue, liquid/gel ink, 0.3mm	4	box		
19	Sign Pen Green, liquid/gel ink, 0.3mm	8	box		
20	Scotch Tape-1"	10	roll		
21	Cork Board with frame 25cmx35cm	1	pc		
22	Double Tip Highlighter (Macaron)	15	pc		
23	Ink Jet Printable Vinyl Sticker Transparent A4	4	pack		
24	Ink Jet Pet mettalic Label Sticker A4 150GSM	4	pack		

**Purpose:** Common Office Supplies use for Finance Section

Brand and Model: \_\_\_\_\_  
Delivery Period: \_\_\_\_\_  
Place of Delivery: **To be delivered at DPWH - SDN 1st DEO, Dapa, SDN**

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