



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
BUTUAN CITY DISTRICT ENGINEERING OFFICE  
REGIONAL OFFICE XIII  
R. Palma Street, Butuan City  
Tel Nos. 342-5331 Fax No. 225-2022

Name of Procuring Entity : DPWH-BCDEO	Request for Quotation (P.R. No.) : 2024-03-0045
Revised on :	Date APR 03 2024
Standard Form/Title : REQUEST FOR QUOTATION	Office /End-user : MAINTENANCE SECTION
COMPANY NAME :	Page No. :
ADDRESS :	
TEL. NO./FAX NO. :	TIN :

Please quote your lowest price on the item/s listed below, subject to the Terms and Condition stated below and submit your quotation duly signed by your representative in ORIGINAL (email and fax RFQ will not be accepted) not later than 2:00 P.M. of APR 10 2024 In a sealed envelope, to the BAC Secretariat for Goods, Butuan City District Engineering Office, R. Palma Street, Butuan City.

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period within Thirty (30) 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.
- Certified True Copy of PhilGEPS Registration No./Mayor's permit/DTI shall be attached upon submission of the quotation.
- Certified True Copy of Income/Business Tax Return shall be attached if ABC is above Php500K.
- Notarized Omnibus Sworn of Statement shall be attached if ABC is above Php50K for Small Value Procurement (Sect. 53.9 of the Revised IRR-RA9184)
- Bidders shall submit original brochures showing certifications of the product.
- Please indicate the brand for each items being offered.
- The approved budget ceiling for this procurement is Php 177,188.54

GRACE T. CURATAG  
Engineer III  
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
OFFICE SUPPLIES					
1	BALLPEN, black ,12's/box	10	box		
2	BALLPEN, Parker Ballpoint,refill	5	piece		
3	Ballpen,Parker Roller,refill	10	piece		
4	BATTERY,dry cell,AA, 2 pcs/blister pack	5	pack		
5	BATTERY,dry cell,AAA, 2 pcs/blister pack	5	pack		
6	CHALK,white,enameled	10	box		
7	CLIP,backfold,25mm	12	box		
8	CLIP,backfold,32mm	12	box		
9	CLIP,backfold,50mm	3	box		
10	CORRECTION TAPE,8m	60	piece		
11	ENVELOPE,expanding,kraft	1	box		
12	FOLDER,A4,green,plastic	1	bundle		
13	FOLDER,legal,50's/pack	1	pack		
14	INK,Epson T6641,Black	10	bottle		
15	INK,refill,Parker Quink ,0.8	15	piece		
16	MARKER,permanent,black	20	piece		
17	MARKER,whiteboard,black	50	piece		
18	NOTEPAD,stick-on,76mmx 100mm	20	pad		
19	OFFICIAL RECORD BOOK,300 pages	45	book		
20	OFFICIAL RECORD BOOK,500 pages	12	book		
21	PAPER,,multicopy,A4 80gsm	200	ream		
22	PAPER,multicopy,Legal size,80gsm	50	ream		
23	PENCIL, leadw/eraser,12's/box	2	box		
24	PHOTO PAPER,A4,glossy,high GSM,10's/pack	10	pack		
25	POST-IT SIGN HERE,stick-on notes,5 pads/set	10	set		
26	RUBBER BAND,#18 350g	1	box		
27	SIGN PEN, black,fine tip	20	piece		
28	SIGN PEN,black,medium tip	20	piece		
29	STAPLE,WIRE,silver	10	box		
30	STAPLER,standard	5	piece		
31	STICKER PAPER,assorted color,8.5x13"	5	pack		
32	TAPE DISPENSER,table top	2	piece		
33	TAPE,masking,48mm	5	roll		
34	TAPE,transparent,24mm	15	roll		
JANITORIAL SUPPLIES					
35	AIR FRESHENER, Aerosol ,280ml	20	can		
36	ALCOHOL, Ethyl 70%, 500ml	30	bottle		
37	BROOM, Soft	2	piece		
38	BRUSH, Toilet	3	piece		
39	CLEANER, Furniture, 300ml	10	can		
40	CLEANER, Toilet Bowl and Urinal	10	bottle		