



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
DINAGAT ISLANDS
DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE XIII
San Jose, Dinagat Islands

Name of Procuring Entity:	DPWH-Dinagat Islands DEO	Request for Quotation (PR NO.):	24GNE0019
Revised on :		Date:	April 3, 2024
Standard Form/Title :	REQUEST FOR QUOTATION	Office/End User:	Admin-General
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 **10:15 A.M. of April 11, 2024** in the return envelope attached herewith, to the BAC Secretariat, DPWH-Dinagat Islands DEO, San Jose, Dinagat Islands.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within 30-60 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. PhilGEPS Registration Number, Mayor's Permit, DTI upon submission of the quotation
6. Omnibus Sworn Statement shall be attached upon submission of the quotation (For Small Value procurement (Section 53.9) for ABCs above P50K and Emergency Cases (Section 53.2) for ABCs above 500K)
7. Bidders shall submit original brochures showing certifications of the product.
8. Please indicate the brand for each items being offered
9. The approved budget ceiling for this procurements is **Php 970,232.00**

(SGD) CHARLEMAGNE L. ORIGENES

Chief, Construction Section
BAC - Chairperson

ITEM NO	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
ADMINISTRATIVE SECTION					
1	Bond Paaper, A4, 80gsm	110	Reams		
2	Customized Binder, Blue Legal	121	Pcs		
CONSTRUCTION SECTION					
3	Legal Size Binder (Royal Blue) 3 Inches	60	Pc		
5	Bond Paper, A4, 80gsm	142	Reams		
6	Bond Paper, A3 80gsm	5	Reams		
7	White Folder, Legal	5	Boxes		
8	Expanded White Folder, Legal	2	Boxes		
9	Expanded Envelope, Legal	1	Boxes		
10	Brown Envelope, A4	1	Boxes		
11	Photo Paper, Glossy A4	10	Packs		
12	Sticky Note (1/4) Orange	8	Pads		
13	Tape, Transparent 24mm	14	Roll		
14	Duct Tape, Gray 2"	4	Roll		
15	Correction Tape	20	pieces		
16	Sign Pen, Black 0.5	5	Boxes		
17	Ball Pen, Black (0.7)	2	Boxes		
18	Ball Pen, Black (0.5)	1	Boxes		
19	Pencil No.2	6	Boxes		
20	Staple Wire No. 35	5	Boxes		
21	Glue, Multi-Purpose 130g	5	Bottles		
22	Plastic Fastener	10	Boxes		
23	Rubber Bands #18	1	Boxes		
24	highlighter Pen, Stabilo Boss	5	pieces		
25	Sensitized Film	1	Boxes		
PLANNING & DESIGN SECTION					
26	US Bond Paper A4, 80gsm	200	Ream		
27	US Bond Paper A3, 80gsm	15	Ream		
28	US Bond Paper Legal, 80gsm	30	Ream		

29	Binder Clip (15mm)	50	box		
30	Binder Clip (19mm)	50	box		
31	Binder Clip (25mm)	40	box		
32	Binder Clip (32mm)	40	box		
33	Binder Clip (41mm)	40	box		
34	Binder Clip (51mm)	40	box		
35	Tissue, Toilet Paper, 3ply 10 rolls/pack	10	pack		
36	Computer Mouse, (Genius)	6	pc		
37	Ball Point Pen .7 (Black)	4	box		
38	Sticky Notes (Sign Here)	12	pad		
39	Sticky Note (2"x3") (Orange, Yellow, Green)	12	pad		
40	Staple Wire No. 35	12	box		
41	Photo paper (pack of 20's)	6	pack		
42	Glue (500ml)	6	bot.		
43	Pencil No. 02	6	box		
44	White Board (16"x32")	1	pc		
45	White Board Marker, Black	6	pc		
46	Pentel Pen (Black)	12	pc		
47	Stapler (Big)	12	box		
48	TP link TL-WN725N 150 Mbps Wireless N. Nano	8	pc		
49	Record Book (300 pages)	12	pc		
50	Clip Board (RBIA)	12	pc		
51	Green Board (24x18 ft)	1	pc		
OFFICE OF THE DISTRICT ENGINEER					
52	Ball Pen Black 0.5 (Fibercastel) (50 pcs)	4	box		
53	Ball Pen Blue 0.5 (Fibercastel) (50 pcs)	4	box		
54	Binder Clip 1" (12 pieces/box)	8	box		
55	Binder Clip 2" (12pieces/box)	8	box		
56	Binder Clip 5" (12pieces/box)	8	box		
57	Bond Paper, A3 #20/80gsm	10	ream		
58	Bond Paper, A4 #20/80gsm	90	ream		
59	Bond Paper, Legal, #20/80gsm	40	ream		
60	Brown Envelope, Long	50	pc.		
61	Paper Clip, vinly/plastic coated, jumbo, 50mm	4	box		
62	Correction Tape, Big	8	pc.		
63	Data File Box Blue with DPWH Logo	20	pc.		
64	Dater Stamp	3	pc.		
65	Engineer's Field Book	4	pc.		
66	Expanded Folder, Long	40	pc.		
67	Folder White, Long	1	ream		
68	Legal Size Binder, Blue, Customized w/ DPWH Logo	20	pc.		
69	Mailing Envelope, Long 500 pieces per box	4	box		
70	Pencil, No. 2	4	box		
71	Photo Paper, A4, Pack of 20's	10	pack		
72	Photo Paper, Long, Pack of 20's	10	pack		
73	Plastic Paper Fastener, Long	4	box		
74	Plastic Paper Fastener, Short	4	box		
75	Record Book 300 pages	10	pc.		
76	Tape, Transparent, 1"	4	roll		
77	Tape, Transparent, 2"	4	roll		
78	Tape, Masking, 1"	4	roll		
79	Tape, Masking, 2"	4	roll		
80	Sign Pen, Black	4	box		
81	Sign Pen, Blue	8	box		
82	Stamp Pad	4	pc.		
83	Stamp Pad Ink	4	bot.		
84	Staple Wire No. 35	10	box		
FINANCE SECTION					
85	Alcohol 70%	5	gal.		
86	Record Book, 300 pages	10	pc		
87	Sticky Notes 3"x3" Egg Yellow	18	pack		
88	Rubber Band Big	6	box		

89	Tissue, Toilet Paper, 3ply 10 rolls/pack	10	pack	
90	Swecil Chair-Low back	3	pc	
91	Stapel Wire # 35-max brand	10	box	
92	Stapler without remover #35	5	pc	
93	Correction Tape	10	pc	
94	Bond Paper A4 70gsm (Red Cover)	40	ream	
QUALITY ASSURANCE SECTION				
95	Absorbent moist towel (clean cham)	2	tube	
96	Alcohol 70% 4 Liters	4	gallon	
97	Ball Pen Black 0.5 (Flex Stick), 12's	10	box	
98	Ball Pen Blue 0.5 (Flex Stick), 12's	10	box	
99	Basin Aluminum approx 12"ø	2	pc	
100	Battery, Everyday AA	1	pack	
101	Battery, Everyday AAA	1	pack	
102	Binder Clip 1" (12pcs/box)	5	box	
103	Bond Paper #20/80gsm (A4)	100	ream	
104	Bond Paper #20/80gsm (Long)	100	ream	
105	Brown Envelope (A4)	20	pc	
106	Brown Envelope (long)	15	pc	
107	Elbow Length Chemical resistant gloves XL	2	pair	
108	Cork Board 18x24"	1	pc	
109	Correction Tape (big) 5mm; 10m	10	pc	
110	Duct Tape 2"	2	roll	
111	Eraser, Rubber Steadtler	2	pc	
112	Folder White (A4)	25	pc	
113	Folder White (Long)	10	pc	
114	Ink Refill Pilot (Black)	1	bot.	
115	Legal Size Binder, Blue (For Materials Reports)	50	pc	
116	Mailing Envelope Long	1	box	
117	Masking tape 1"	3	roll	
118	Masking tape 2"	3	roll	
119	Paper Clip Small	6	box	
120	Photo paper A4	5	pack	
121	Plastic Fastener, Long	3	box	
122	Plastic Fastener, Short	5	box	
123	Push pin	6	pack	
124	Ruler (Stainless Steel) 12"	5	pc	
125	Ruler (Stainless Steel) 18"	3	pc	
126	Scissors Medium (Heavy Duty)	2	pc	
127	Scotch tape 1" (transparent)	6	roll	
128	Scotch tape 2" (transparent)	6	roll	
129	Sign Pen G-Tech (0.4) (Black) 12's	6	box	
130	Sign Pen G-Tech (0.4) (Blue) 12's	6	box	
131	Stabilo Marker, Highlighting pen	6	pc	
132	Stamp Pad Ink (Black), Refill	1	bot.	
133	Stamp Pad Ink (Purple), Refill	1	bot.	
134	Staple wire #35, Max 6m (1/4")	8	pc	
135	Staple wire remover, Mini Pinch	2	pc	
136	Stapler# 35 with Remover	4	pc	
137	Surgical Gloves (XL) box of 100	1	box	
138	Umbrella (4 person Capacity for field during QAU)	2	pc	
MAINTENANCE SECTION				
139	puncher , heavy duty	5	pcs.	
140	scissor, 6" heavy duty	10	pcs.	
141	stapler no. 35, with remover	12	pcs.	
142	ballpen (black) 0.5mm	10	box	
143	ballpen (black)0.7mm (60 pcs.)	10	box	
144	ballpen(blue) 0.5mm	10	box	
145	ballpen(blue)0.5mm (60 pcs.)	10	box	
146	Binder Clip 1" (12 pcs.	10	box	
147	Binder Clip 2" (12 pcs.	10	box	
148	cutter 1" heavy duty	5	pcs.	

149	cutter blade, refill 1"	5	tube		
150	blue logbook(small) , 300 pages	50	pcs.		
151	blue logbook(big) , 500 pages	50	pcs.		
152	correction tape, big	50	pcs.		
153	sticky note(small)	20	box		
154	Legal size binder, Royal blue	50	pcs.		
155	stamp pad, blue	10	pcs.		
156	stamp pad ink refill blue	15	pcs.		
157	Dater stamp	3	pcs.		
158	White glue , 200 grams	32	bottle		
159	Highlighting pen, green	30	pcs.		
160	Scotch tape, transparent 1"	30	roll		
161	Scotch tape, transparent 2"	30	roll		
162	sharpener, HD, table top	20	pcs.		
163	Engr's field book	30	pcs.		
164	mailing envelope, legal (500 pcs/box)	10	box		
165	Expanded folder, legal (100 pcs/box)	20	box		
166	Calculator, fx991 E5 plus, 2nd Edition	5	pcs.		
167	Scientific Calculator	5	pcs.		
168	White board 1.5 ft. x 2 ft.	16	pcs.		
169	white board marker	25	pcs.		
170	board eraser	12	pcs.		
171	white board marker ink refill	25	pcs.		
172	US A4 Bond Paper	66	ream		
173	A3 Bond Paper	65	ream		
	*** nothing follows ***				
	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.				
			TOTAL AMOUNT		
Brand and Model : _____ Warranty : _____					
Delivery Period : _____ Price Validity : _____					
<p><i>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.</i></p>					
<div style="text-align: right;"> _____ Printed Name/ Signature /Date Tel. No./Cellphone No./Email Address </div>					