

Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
DAVAO DEL NORTE  
DISTRICT ENGINEERING OFFICE

Km. 48 Canocotan, Tagum City, Davao del Norte Region XI

Name of Procuring Entity

Request for Quotation (P.R. No.): 2024-10-0103

PR NO.: 2024-09-0433

Revised on:

Date: October 3, 2024

Date: September 30, 2024

Standard Form/Title

REQUEST FOR QUOTATION

Office/End-User: Administrative Section

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 personally (submission through E-mail and courier is not recognized) duly signed by your representative not later than 10:00 AM of October 8, 2024 in the return envelope attached herewith, to the BAC Secretariat for Goods, DPWH - Davao del Norte District Engineering Office, Tagum City.

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written on the prescribed Request for Quotation form.
- Delivery period within 30 calendar days upon receipt of the approved funded Purchase Order (P.O.). Administrative penalties pursuant to Sec. 66 of the Revised IRR-RA 0184 shall be imposed for non-delivery without valid reason.
- 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.
- Price Validity shall be for a period of sixty (60) calendar days.
- Phil-GEPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation.
- Tax Clearance Certificate
- Omnibus Sworn Statement
- Affidavit of Sole Proprietorship if Sole Proprietor/Notarized Secretary's Certificate if Corporation, Partnership and Joint Venture.
- Bidders shall submit original brochures showing certifications of the product.
- Please indicate the brand for each item being offered.
- The approved budget ceiling for this procurement is P 999,928.70

CHRISTEN P. NAZARENO  
Chief, Planning and Design Section  
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
OFFICE SUPPLIES AND DEVICES					
1	Bond Paper, Multi-Purpose, A4	500	reams		
2	Bond Paper, Multi-Purpose, 70gsm, Legal	100	reams		
3	Clip, Backfold, 50mm	20	boxes		
4	Correction Tape, refill	100	pcs.		
5	Cutter, 18mm	20	pcs.		
6	Double Adhesive Tape 1"	30	rolls		
7	Duct Tape, Blue 2"	60	rolls		
8	Envelope, Brown, A4	250	pcs.		
9	Gel Impact Pen, 1.0mm, Black	60	pcs.		
10	Gel Impact Pen, 1.0mm, Blue	60	pcs.		
11	Filing Folder, Royal Blue, (Arch File) Long w/Label Insert on side, 3" width	600	pcs.		
12	Filing Box, Documents Keeper, Royal Blue (Big)	400	pcs.		
13	Friction Pen, Black	36	pcs.		
14	Glue, 130g	10	btl.		
15	Marker, permanent, black	10	pcs.		
16	Marker, whiteboard, black	10	pcs.		
17	Mechanical Sharpener	10	pcs.		
18	Morocco Folder, A4 (Green)	20	pcs.		
19	Notepad 2"x3" (assorted color)	30	pad		
20	Notepad 2"x3" (Yellow Green)	30	pad		
21	Notepad 3"x4"	50	pad		
22	Paper Clip, 33mm	20	boxes		
23	Paper Fastener, metal 4"	20	boxes		
24	Puncher, Heavy duty	20	pcs.		
25	Scissors, Heavy duty	20	pcs.		
26	Sign Pen 0.3, Black	36	pcs.		
27	Sign Pen 0.5, Black	36	pcs.		
28	Sign Pen 0.7, Blue	36	pcs.		
29	Sign Pen 0.7, Black	36	pcs.		
30	Sticky Note (sign here)	50	packs		
31	Staple wire No.35	50	boxes		
32	Stapler w/ remover, HD-50/50R	20	pcs.		
33	External Hard Drive, 1TB	7	units		
34	Flash Drive, 16GB	10	pcs.		
35	Flash Drive, 32GB	10	pcs.		
36	Mouse Pad w/ Wrist rest	10	pcs.		
37	Mouse Optical, USB connection type	14	pcs.		
38	USB Hub	5	pcs.		
39	Wireless Keyboard	5	units		
*****/				TOTAL	
Total amount: (Please specify total amount in words.)					

Supply and Delivery of Office Supplies and Devices for use in the office of the District Engineer

(Administrative, Finance, Construction, Maintenance, Planning & Design and Quality Assurance Sections)

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.

Brand and Model:

Delivery Period:

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