

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
DAVAO DEL NORTE DISTRICT ENGINEERING OFFICE
Km. 48 Canocotan, Tagum City, Davao del Norte

| | | |
|---------------------------|--|-------------------------|
| Name of Procuring Entity | Request for Quotation (P.R. No.): 2025-04-0005 | PR NO.: 2025-02-0037 |
| Revised on: | Date: April 04, 2025 | Date: February 26, 2025 |
| 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 April 08, 2025 in the return envelope attached herewith, to the BAC Secretariat for Goods, DPWH - Davao del Norte District Engineering Office, Tagum City.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written on the prescribed Request for Quotation form.
2. Delivery period within 30 calendar 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. Phil-GEPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation.
6. Tax Clearance Certificate
7. Omnibus Sworn Statement
8. Affidavit of Sole Proprietorship if Sole Proprietor/Notarized Secretary's Certificate if Corporation, Partnership and Joint Venture.
9. Bidders shall submit original brochures showing certifications of the product
10. Please indicate the brand for each item being offered
11. The approved budget ceiling for this procurement is **130,065.20**


LEO ALEX M. ABANGLO
DPWH Davao del Norte District Engineering Office
BAC Chairperson

| Ite | ITEMS & DESCRIPTION | QTY. | UNIT | UNIT PRICE | TOTAL PRICE |
|-----|--|------|---------|------------|-------------|
| | OFFICE SUPPLIES | | | | |
| 1 | Bond Paper, Multi-purpose, A4 | 30 | reams | | |
| 2 | Bond Paper, Multi-purpose, Legal | 30 | reams | | |
| 3 | Blade cutter, Heavy duty cutter, 10 pieces per tube | 2 | tubes | | |
| 4 | Cork board 47"x35", pin | 1 | pc | | |
| 5 | Cutter, Heavy duty | 2 | pcs | | |
| 6 | Cutting Pad/Mat A3 size 30x45 cm | 1 | unit | | |
| 7 | Data File Box, with or without cover (Royal Blue - ISO Requirement) | 20 | boxes | | |
| 8 | Expanding Envelope, Legal (100 pieces per box) | 5 | boxes | | |
| 9 | Folder, Tagboard, Legal size 100 pieces per box | 5 | boxes | | |
| 10 | Marker, permanent, Bullet type, Black | 10 | pcs | | |
| 11 | Pencil Sharpener, 1 piece in individual case | 1 | case | | |
| 12 | Pencil Lead, w/ eraser, One (1) dozen per box | 1 | box | | |
| 13 | Record Book, 8.5x11 inches, 300 pages | 20 | pcs | | |
| 14 | Tape, masking, 48mm, 50 meters length | 10 | rolls | | |
| 15 | Tape, transparent, 24mm, 50 meters length | 10 | rolls | | |
| 16 | White Board, 100x150 cm | 1 | pc | | |
| 17 | White Board, 120x180 cm | 1 | pc | | |
| 18 | White Board, marker, color black | 5 | pcs | | |
| | Printer Consumables | | | | |
| 19 | Epson 008 Ink, refill (Colored -C, M, Y) | 8 | bottles | | |
| 20 | Epson 008 Ink, refill black | 10 | bottles | | |
| | Janitorial Supplies | | | | |
| 21 | Detergent Powder, All purpose, 1 kilo/pouch | 5 | pouch | | |
| 22 | Dishwashing Liquid, 495ml | 5 | bottles | | |
| 23 | Insecticide, aerosol type, 600ml/can | 5 | can | | |
| 24 | Rag, all cotton, 32 pieces per kilo per bundle | 1 | bundle | | |
| 25 | Toilet Bowl Cleaner, 1L | 5 | bottles | | |
| 26 | Toilet tissue, 12 rolls /pack | 20 | packs | | |
| 27 | Trashbag, plastic, black, large, 10pcs/roll | 10 | rolls | | |
| | CONSTRUCTION & HARDWARE SUPPLIES/MATERIALS | | | | |
| 28 | Door Knob | 5 | pcs | | |
| 29 | Carpentry Tools and Equipment | 1 | set | | |
| | TOTAL | | | | |
| | Total amount: (Please specify total amount in words) | | | | |
| | <i>Supply and Delivery of Office Supplies, Printer Consumables, Janitorial Supplies,</i> | | | | |
| | <i>Construction and Hardware Supplies/Materials for use in Unified Project</i> | | | | |
| | <i>Management Office (UPMO-DPWH)</i> | | | | |

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.

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.

Printed Name / Signature / Date

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