



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BUKIDNON 3RD
DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE X
Dicklum, Manolo Fortich, Bukidnon

Name of Procuring Entity	: DPWH - Bukidnon 3rd DEO	Request for Quotation (P.R. No.): 2024-05-0094
Revised on	:	Date: May 20, 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 duly signed by your representative not later than 10:00 a.m. of _____ in the return envelope attached, to the BAC Secretariat for Goods, DPWH - Bukidnon 3rd DEO, Dicklum, Manolo Fortich, Bukidnon.

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period within **15 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.
- 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.
- a) DTI business name/SEC registration of supplier, b) Latest income and business tax returns duly stamped and received by the bidders and duly validated with the tax payments made thereon, c) PHILGEPS registration number, d) Latest Mayor's/Business permit shall be attached upon submission of the quotation.
- Bidders shall submit original brochures of the product.
- Please indicate the brand for each item being offered (Brand indicated will be final/No Substitution)
- The approved budget ceiling for this procurement is **₱49,708.00**


ISMAEL R. ALAJID
BAC Chairperson

ITEM NO.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	COMPUTER MOUSE, Wireless (10m range, 1 x AA Battery; plug-and-receiver, Windows 10 or later; Chrome OS, Iso Android)	5	pcs		
2	Double Sided Foam Tape (18mm x 5m, 1")	10	roll		
3	Envelope, Documentary, legal size, Brown (500 pcs/box, 150lbs)	1	box		
4	Expanding Envelope, Kraftboard (legal size, 500 pcs/box)	3	box		
5	Expanding Envelope, Color Blue (legal size, 500 pcs/box)	2	box		
6	Fastener Metal (70mm between prongs, Non-sharp edge, super quality, 2" thick, 7 cm, 50 sets/box)	10	box		
7	Flagflets with Stick (Nylon, 10 x 7 3/4)	100	pcs		
8	Finger Moistener 10g (pastel/gel type, greaseless, odorless)	10	pcs		
9	FOLDER, L-type, A4 (Plastic, color white, 50pcs/pack)	2	pack		
10	FOLDER, L-type, Legal (Plastic, color blue, 50pcs/pack)	4	pack		
11	Highlighters (3 colors/ set, Yellow, Green, Orange; flourescent color, felt-tip pen w/ wide nib)	5	pack		
12	Laminating film (12" x 50m roll, 250 microns)	3	roll		
13	Mailing Envelope White, Ordinary legal (24cm x 10.5cm, thick) 500pcs/box	2	box		
14	Masking Tape 1" (24mm x 20meters/yards)	10	roll		
15	Masking Tape 2" (36mm x 20meters/yards)	10	roll		
16	Note Pad 0.6" x 2" (5 colors, 500 sheets)	25	pad		

ITEM NO.	ITEMS DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
17	Paper Clip, Vinyl Type Coated 50mm (100pcs/box)	10	box		
18	Paper Clip, Vinyl Type Coated 33mm (100pcs/box)	10	box		
19	Permanent Marker, refillable, water-proof, super color marker (fine tip, black)	12	piece		
20	Pencil lead w/ eraser, No. 2 - for adult (1doz./box)	3	box		
21	Photopaper (Bright white, glossy paper, 20 pcs/pack) 210GSM	10	pack		
22	RUBBER BAND (70mm flat length, No. 18)	5	box		
23	Ruler 12" (plastic transparent, hard thick)	5	pcs		
24	Sign Pen, gel ink, rollerball ink type; Liquid soft rubberized grip, Black 0.7 MM (blue, 1 dozen per box)	3	box		
25	Sign Pen, gel ink, rollerball ink type; Liquid soft rubberized grip, Black 0.7 MM (black, 1 dozen per box)	3	box		
26	Sign Pen, gel ink, 0.5 MM needle tip (blue, 1 dozen per box)	7	box		
27	Sign Pen, gel ink, 0.5 MM needle tip (black, 1 dozen per box)	7	box		
28	Scissors 8" (Stainless steel blade; plastic handle; sharp lightweight; Heavy Duty for office used, Blue)	5	pcs		
29	Sticky Note 2" x 1.5"	50	pad		
30	Sticky Note 1" x 1" (100 sheets)	50	pad		
31	Tape Transparent 1" (24mm x 50 yards; glossy, instant adhesive)	30	roll		
32	White Glue (All-purpose, 200g)	10	bottle		
33	Whiteboard Marker (refillable-bullet type, alcohol based, pigment type, polyster fiber tip diameter, blue) 6.0mm	20	pcs		
34	Sticky Note, 3" x 4" (100 sheets per pad)	50	pack		
*** Nothing Follows ***					

Note: The awarding for this RFQ will be on lump-sum basis. Prospective Supplier must quote for all of the items. Otherwise they will be subjected for disqualification.

Purpose : For use in the daily office operations at the Administrative Section (2nd Quarter CY 2024).

Brand and Model : _____
Delivery Period : _____

Warranty : _____
Price Validity : _____

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.

BAC-Secretariat:

Tel. No./Fax No. 853-2204

email: pru.buk3deo@gmail.com

Printed Name/Signature/Date

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