

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.) : 2024-07-0087 (RE-BID) PR NO.: 2024-06-0269**

Revised on : **Date: July 08, 2024 Date: June 26, 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 July 12, 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:**
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 9194 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 **P 999,966.04**


CHIRWEN P. HAZARENO
Chief, Planning and Design Section
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
OFFICE SUPPLIES					
1	Ballpen, Black	200	pcs		
2	Ballpen, Blue	50	pcs		
3	Binder Clip, 25mm	40	box		
4	Binder Clip, 50mm	40	box		
5	Bulldog Clips, 22mm, 1 dozen per pack	40	pack		
6	Bulldog Clips, 50mm, 1 dozen per pack	40	pack		
7	Bulldog Clips, 76mm, 1 dozen per pack	30	pack		
8	Bond Paper, Multi-Purpose, A4	500	reams		
9	Bond Paper, Multi-Purpose, 70gsm, Legal	100	reams		
10	Correction Tape, refill	80	pcs		
11	Double Adhesive Tape 1"	30	roll		
12	Expanded Envelope, Blue, long w/ Garter Tie	100	pcs		
13	Expanded Envelope, Brown, long w/ Garter Tie	150	pcs		
14	Data File Folder (Filing Folder - Royal Blue), Legal w/ Laber insert on side, 3" width	600	pcs		
15	Filing Box, Documents Keeper, Royal Blue (Big)	150	pcs		
16	Folder, Brown, Legal, 100pcs/pack	200	pcs		
17	Frixion Pen, Black	60	pcs		
18	Insert Binder Presentation, A4 (Filler) 10pcs per pack	500	pack		
19	Mailing Envelope (500pcs/box)	1	box		
20	Marker, permanent, black	30	pcs		
21	Marker, whiteboard, black	30	pcs		
22	Notepad 2"x3"	50	pad		
23	Notepad 3"x3"	50	pad		
24	Notepad 3"x4"	50	pad		
25	Paper Fastener, metal 4"	20	box		
26	Paper Fastener, plastic	10	box		
27	Pencil, 1 doz. per box	10	box		
28	Pencil Sharpener	10	pcs		
29	Ruler Aluminum	12	pcs		
30	Calculator, Compact, 12 digits	10	pcs		
31	Casio Calculator FX-991ES PLUS-SR Scientific	10	Unit		
32	Scissors, heavy duty	20	pcs		
33	Sign Pen 0.3, Black	36	pcs		
34	Sign Pen 0.5, Black	240	pcs		
35	Sign Pen 0.5, Blue	24	pcs		
36	Sign Pen 0.7, Black	120	pcs		
37	Stamp Pad, Big	7	pcs		
38	Stapler w/ remover, HD-50/50R	10	pcs		
39	Tape, packaging 48mm	8	roll		
40	Adhesive Tape, B-Roll Clear, 24mmx40m	20	roll		
41	Whiteboard with aluminum, 4x8 ft, magnetic and rollers	1	Unit		
Computer Supplies and Accessories					
42	External Hard Drive, 1TB	2	unit		
43	Flash Drive, 16GB	8	pcs		
44	Flash Drive, 32GB	10	pcs		
45	Mouse Optical, USB connection type	10	pcs		
46	USB Hub	3	pcs		
		TOTAL			
Total amount: (Please specify total amount in words.)					

Supply and Delivery of Office Supplies and Computer Supplies and Accessories for use in the Office of the District Engineer (Administrative, Finance, Construction, Maintenance, Planning & Design and Quality Assurance Section)

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 noted 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