

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CEBU 3RD
DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE VII
Ibo, Toledo City, Cebu

Name of Procuring Entity: DPWH Cebu 3rd DEO		Request for Quotation (P.R. No.): 2024-08-0087-01	
Revised on:		RFQ Date: 08/22/2024	
Standard Form/Title: REQUEST FOR QUOTATION		Office/End-User: Cebu 3rd DEO	
COMPANY NAME:			
ADDRESS:			
TEL. NO./FAX No.:		TIN:	

Please **quote your lowest price** on the item(s) listed, 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 August 30, 2024** in a sealed envelope to the BAC Secretariat, Cebu 3rd DEO, Toledo City, Cebu. Quotations submitted through Electronic/Courier Mails **will not be accepted**. **Opening of Bids** is at **10:30 A.M., August 30, 2024**. The procurement of goods listed below - are intended for the 3rd Quarter of CY 2024 under **SARO No.: GAA FY 2023 - Extended**.

D.O. 34 series of 2020 Basic Hygiene, Workplace Sanitation and Social Distancing Measures to be Observed in the Workplace requires visitors must have **confirmed appointments** in the Procurement Unit, advising interested suppliers to fill out the DPWH Cebu 3rd Visitor Health Declaration Form at <https://forms.gle/pEBZ6BraMPcSfa8VA> one day before the appointment date.

Supply transaction of said goods will be in coordination with the Supply Unit and/or End User of this office.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within **20 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 (1) year for equipment; three (3) years for IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of One Hundred Twenty (120) calendar days.
5. Bidders shall submit the Original copy of PhilGEPS Registration Number & Mayor's/Business Permit for authentication and the Certified True Copies of these documents shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product.
7. Please indicate the brand for each items being offered.
8. The total approved budget ceiling for this procurement is **Php 919,775.67**

REYNALDO V. NAVALES, D.P.A., ASEAN Eng.
BAC Chairman

Item No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Office of the District Engineer				
1	Battery 23A, 12V, 5 pcs/pack	10	pack		
2	Battery AA, 2pcs/ blister pack	10	pack		
3	Battery AAA, 2pcs/ blister pack	10	pack		
4	Clearbook Refill, A4, 10pcs/pack	20	piece		
5	Clip backfold, all metal, clamping: 19mm (-1mm)	15	box		
6	Clip backfold, all metal, clamping: 32mm (-1mm)	10	box		
7	Clip backfold, all metal, clamping: 50mm (-1mm)	10	box		
8	Comb Binding Ring, 22mm, A4, Color: Blue	100	piece		
9	Comb Binding Ring, 25mm, A4, Color: Blue	100	piece		
10	Comb Binding Ring, 50mm, A4, Color: Blue	100	piece		
11	Correction tape, Film Base Type	20	piece		
12	Correction Tape, Refill	20	piece		
13	Envelope, Brown, A4	50	piece		
14	Folder, White, Legal	200	piece		
15	Pen, Recyclable, Black	3	box		
16	Pen, Recyclable, Blue	3	box		
17	PVC Cover, 300 mic, A4, Transparent, 100pcs/pack	15	pack		
18	Stamp Ink, For Self - Inking Stamps, 10ml	10	bottle		
19	Staple Wire, 26/6, Leg Length: 6mm (1/4")	10	box		
20	Sticky Note, Assorted, 3" x 5"	10	pack		
21	Sticky Note, 3x3 (76mm x 76mm) 5 pads/pack	20	pack		
22	Sticky Note w/ "Sign Here", 5 colors per pack, 25 sheets per color,	50	pack		

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Item No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Size: 0.5" x 1.7"				
23	Tape, Double Sided (1/2")	10	roll		
24	Tape, Double Sided (1")	10	roll		
25	Tape, Double Sided (2")	10	roll		
26	Tape, Duct (Blue)	10	roll		
27	Tape, Magic	5	roll		
28	Tape, Packaging (2")	10	roll		
29	White Board Pen (Black)	10	piece		
	Construction Section				
30	Acrylic Ruler, 24 inches	12	piece		
31	Battery AA, 2pcs/blister pack	5	pack		
32	Battery AAA, 2pcs/blister pack	5	pack		
33	Clip backfold, all metal, clamping: 19mm (-1mm)	60	box		
34	Clip backfold, all metal, clamping: 25mm (-1mm)	60	box		
35	Clip backfold, all metal, clamping: 32mm (-1mm)	70	box		
36	Clip backfold, all metal, clamping: 50mm (-1mm)	30	box		
37	Colored PVC Clear Binding Cover, Blue, A4, 100/pack	10	pack		
38	Colored Plastic Ring Binder, A4 size, 50-150 sheets capacity, 16mm, Blue, 100 pcs/pack	1	pack		
39	Colored Plastic Ring Binder, A4 size, 500 sheets capacity, 51mm, Blue, 24 pcs/pack	15	pack		
40	Construction Paper, Assorted Color, 10 pcs per pack	5	pack		
41	Construction Paper, Green, 10 pcs per pack	5	pack		
42	Double Sided Tape 1/2"	10	roll		
43	Invisible Tape, Magic tape, 3/4" x 33m	20	roll		
44	Pen, 0.5mm - Black (Recycology Label)	3	box		
45	Pen, 0.5mm - Blue (Recycology Label)	3	box		
46	Fastener, Plastic type, Short - 50 pcs. Per Box	20	box		
47	Folder, Fancy, Legal Size	300	piece		
48	Paper Clip, 32mm	5	box		
49	Paper, Multi-Purpose A3, 80GSM	20	ream		
50	Paper, Multi-Purpose, A4, Substance 24, 80GSM	140	ream		
51	Paper, Multi-Purpose, Legal, Substance 24, 80GSM	5	ream		
52	Permanent Marker Pen, Black Fine	1	piece		
53	Photo Paper, Glossy, A4, 10pcs/pack	80	pack		
54	Pen, V7 RT (Blue)	1	box		
55	Pen, V10 Grip (Blue)	1	box		

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56	Signpen, Black, 0.4mm needle	1	box		
57	Signpen, Blue, 0.4mm needle	1	box		
58	Stamp Pad Ink, Black	3	bottle		
59	Stamp Pad Ink, Blue	3	bottle		
60	Staple Wire, Standard No. 35	5	box		
61	Sticky Note, 3x3 (Green Neon)	70	pad		
62	Sticky Note, 3x3 (Yellow)	70	pad		
63	Sticky Note D3-4, 3x3 4 colors	70	pad		
64	Sticky Notes Sign Here, SH 157, film index see through, Repositionable semi-transparent self-adhesive, 125 sheets/pack	70	pack		
65	Transparent Storag Box with handle, with white Lid, with Wheels, L=56cm, W=40cm, H=32cm	35	piece		
66	Data File Box with cover, horizontal, legal	15	piece		
67	Data File Folder, A4, Side Mechanism w/ DPWH Logo Specifications: Customized with hard cover and with thickness of 2.5mm or more, PVC royal blue cover white ply-leaf inside with 7cm (capacity) x 3 inches (ring distance) level-arch file mechanism with rado lock ring pocket and DPWH three (3) colored logo on spine expansion of at least 75mm with white background	100	piece		
Administrative Section					
68	Stamp Ink, For Self - Inking Stamps, 10ml	3	bottle		
69	Colored Paper Green (250 sheets/pack) Letter; 80gsm	5	pack		
70	Folder Pressboard Legal Green	100	piece		
71	Number Stamp, Rubberized (10 Digit)Shiny No. 2-12 band	1	piece		
Quality Assurance Section					
72	Battery, Dry Cell, AA, 2 pieces per blister pack	5	pack		
73	Battery, Dry Cell, AAA, 2 pieces per blister pack	10	pack		
74	Correction Tape Refill, 2pcs/pack	10	pack		
75	Data File Folder, A4, Side Mechanism w/ DPWH Logo	80	piece		
76	Duct Tape	5	piece		
77	Liquid Gel Pen - Black (Recycology Label)	2	box		
78	Liquid Gel Pen - Blue (Recycology Label)	2	box		
79	Expanded Envelope Long - 7 colors (Every Municipality Color)	35	piece		
80	Marker, Permanent, Black, Fine/Broad	5	piece		
81	Note Pad, Stick on, 3" x 3" min	10	piece		
82	Paper, Multi-Purpose (COPY) A4, 70 gsm	60	ream		

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Item No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
83	Paper Clip, Vinyl/Plastic Coat, Length, 48mm	6	box		
84	Tape, Packaging, Width: 3"	3	piece		
85	Tape, Transparent, Width: 24mm (-1mm)	5	piece		
	Planning and Design Section				
86	Battery AA, 2pcs/blister pack	20	pack		
87	Battery AAA, 2pcs/blister pack	20	pack		
88	Battery AAA, 4pcs/blister pack	10	pack		
89	Battery AA, Rechargeable	5	pack		
90	Battery AAA, Rechargeable	5	pack		
91	Binder Clip, 51mm, 2" width	10	box		
92	CD-RW with Case	20	piece		
93	Chalk, White	2	box		
94	Correction Tape, Film Base Type	25	piece		
95	Correction Tape, Refill	25	piece		
96	Correction Fluid, pen Type	10	piece		
97	Data File Folder, A4, Side Mechanism w/ DPWH Logo	150	piece		
98	Envelope, Brown, A4	100	piece		
99	Envelope, Brown, Long	50	piece		
100	Envelope, Expanding, Long	40	piece		
101	Fastener, Extra Long 8 1/2" FL-7085	20	box		
102	Fastener, Short	20	box		
103	Folder, White, Legal	100	piece		
104	Folder, Expanding, Legal	80	piece		
105	Ballpen 0.3 (Black)	5	box		
106	Ballpen 0.3 (Blue)	5	box		
107	Ballpen 0.4 (Black)	5	box		
108	Ballpen 0.4 (Blue)	5	box		
109	Glue, Multi-Purpose 130 grams	10	bottle		
110	Hi-tech Point V7 RT	2	box		
111	Ballpen (Oil-based ink, Blue & Black)	60	piece		
112	Pencil #2	20	box		
113	Paper Clip, 32mm	10	box		
114	Paper, Multi-Purpose, A3, Substance 24, 80GSM	100	ream		
115	Paper, Multi-Purpose, A4, Substance 24, 80GSM	100	ream		
116	Paper, Multi-Purpose, Legal, Substance 24, 80GSM	30	ream		
117	Rubber Band	3	box		
118	Ruler 18"	5	piece		

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Item No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
119	Signpen V10 Grip 1.0 (Blue)	50	piece		
120	Signpen V10 Grip 1.0 (Black)	50	piece		
121	Stainless Blade Scissor	8	piece		
122	Tape, Double Sided (1")	20	roll		
123	Tape, Duct (Gray)	25	roll		
124	Tape, Magic	20	roll		
125	Tape, Transparent (2")	20	roll		
126	Tape, Double Sided (Foam) (1")	10	roll		
127	Tracing Paper, A2 Size 594mm x 50 yards, 90GSM	40	roll		
128	Whiteboard, Marker, Black/Blue	30	piece		
Finance Section					
129	USB3.0 Multi-Card Reader, SD/TF/CF/Micro SD/XD/MS 7 in 1 Fast 5Gbps Memory Card Reader/Writer/Hub for SD SDXC SDHC CF CFI TF Micro SD Micro SDXC Micro SDHC MS MMC UHS-I Cards	1	piece		
130	Heavy Duty 2-Hole Puncher	2	piece		
131	Sign Pen, Black, liquid/gel ink, 0.5mm ball needle tip	24	piece		
132	Sign Pen, Blue, liquid/gel ink, 0.5mm ball needle tip	24	piece		
	xxxxxxxxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxxxxxx				

TOTAL

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.

APPROVED FOR POSTING:


ALAN A. ALONSE
District Public Information Officer

Brand and Model : _____ Warranty : _____
Delivery Period : _____ 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/we concur with the Terms and Conditions specified by DPWH.

Printed Name of Authorized Representative / Signature / Date