



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.): 2024-10-0210  
Revised on : Date: October 23, 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:**

1. All entries must be typewritten or legibly written.
2. Delivery period within **30 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. a) DTI business name/SEC registration of supplier, b) Latest *income* and *business tax returns duly stamped and received by the BIR* and duly validated with the tax payments made thereon, c) *Certificate of PHILGEPS* registration, d) Latest Mayor's/Business permit e) PCAB License (Infra) shall be attached upon submission of the quotation
6. Notarized Omnibus Sworn Statement shall be submitted prior to award.
7. Bidders shall submit original brochures of the product.
8. Please indicate the brand for each items being offered/Brand Indicated will be final/No Substitution.
9. The approved budget ceiling for this procurement is **₱77,439.36**

  
**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.	Clip, Backfold 50MM (12 pcs/box, no sharp metal edges, no comision)	10	box		
3.	Clip, Backfold, 19MM (12 pcs/box, no sharp metal edges, no comision)	10	box		
4.	Clip, Backfold, 25MM (12 pcs/box, no sharp metal edges, no comision)	10	box		
5.	Clip, Backfold, 32MM (12 pcs/box, no sharp metal edges, no comision)	10	box		
6.	Correction Tape (wiper applicator, 5mm(W), 8mm (L), disposable geartype, single line tape w/ rewinding, film based, cover white w/ protective cap, labels & marking confirm to RA 7394)	30	pcs		
7.	Date Stamping Machine	2	pcs		
8.	Document Tray, 3 tier metal-type	4	pcs		
9.	Double Sided Foam Tape (18mm x 5m, 1")	20	roll		
10.	Employee's Leave Card	15	pack		
11.	Eraser, Felt for whiteboard	4	pcs		
12.	Expanding Envelope, Kraftboard (legal size, 500 pcs/box)	3	box		
13.	Expanding Envelope, Color Blue (legal size, 500 pcs/box)	2	box		
14.	Fastener Metal (70mm between prongs, Non-sharp edge, super quality, 2" thick, 7 cm, 50 sets/box) compressor: 9mm, base: 9mm, prongs: 4.5mm, labels & marking confirm to RA 7394)	150	box		
15.	Flagflets with Stick (Nylon, 10 x 7 3/4)	100	pcs		
16.	Finger Tip Moistener 10g (pastel/gel type, greaseless, odorless)	10	pcs		
17.	FOLDER, L-type, A4 (Plastic, color white, w= 0.199kg, 12 pcs/pack) dimension: (W/HK) 9.7 in x 0.3 inch. X 12.4 inch., made in durable PP Plastic for long lasting)	3	pack		

ITEM NO.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
18.	FOLDER, L-type, Legal (Plastic, color blue, w= 0.199kg, 12 pcs/pack) dimension: (W/HK) 9.7 in x 0.3 inch. X 12.4 inch., made in durable PP Plastic for long lasting)	4	pack		
19.	Masking Tape 1" (36mm x 20meters/yards)	15	roll		
20.	Masking Tape 2" (36mm x 20meters/yards)	15	roll		
21.	Note Pad 0.6" x 2" (5 colors, 500 sheets)	25	pad		
22.	Note Pad, stick on, 76mm x 76mm (3" x 3") min	25	roll		
23.	Note Pad, stick on, 76mm x 100mm (3" x 4") min	25	roll		
24.	Note Pad, stick on, 50mm x 76mm (2" x 3") min	25	pad		
25.	Permanent Marker, refillable, water-proof, super color marker (broad tip, black)	20	piece		
26.	Permanent Marker, refillable, water-proof, super color marker (fine tip, black)	20	piece		
27.	Pencil lead w/ eraser, No. 2 - for adult (1doz./box, color black)	3	box		
28.	Photopaper (Bright white, glossy paper, 20 pcs/pack, 210GSM, A4 size)	20	pack		
29.	Photo Vinyl Sticker (Bright white, glossy paper, 10sheets/pack, A4 size) 210MM X 297MM	10	pack		
30.	Puncher (heavy duty, with 2 hole guide, 30 sheets of 70gsm punching capacity MP paper, dimension of hole: 7mm, easy insertion of paper punching depth, 12mm w/ lever lock markings should confirm w/ consumer Act of the Phil. (RA 7394)	2	pcs		
31.	Push pin, Flat head type, assorted colors	15	box		
32.	Staple wire No. 35	50	box		
33.	Staple Wire for Big Stapler (#23/8; 1000 staples)	5	box		
34.	Staple Wire for Big Stapler (#23/13; 1000 staples)	5	box		
35.	Staple Wire for Big Stapler (#23/23; 1000 staples)	5	box		
	*****Nothing Follows *****				
	<b>TOTAL AMOUNT</b>				

Note: 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.

**Purpose :** FOR USE IN THE DAILY OFFICE OPERATIONS AT THE ADMINISTRATIVE SECTION (4TH QUARTER CY 2024).

Brand and Model : \_\_\_\_\_ Warranty : \_\_\_\_\_  
Delivery Period/Term : \_\_\_\_\_ 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  
Mobile No. 0905-035-8267  
email: pru.buk3deo@gmail.com

\_\_\_\_\_  
Printed Name/Signature/Date

\_\_\_\_\_  
Tel. No./Mobile No./E-mail Address