



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
Region III
OFFICE OF THE REGIONAL DIRECTOR
Sindalan, City of San Fernando, Pampanga



May 22, 2025

**NOTICE OF PROCUREMENT
THRU ALTERNATIVE METHODS**

Please be informed that the Department of Public Works and Highways, Regional Office No. III, Sindalan, City of San Fernando, Pampanga through the Bids and Awards Committee (BAC) shall be undertaking thru ***Shopping*** the hereunder project, pursuant to Section 52.1 (b) of the Revised IRR of RA 9184, to wit:

Purchase Request No.	Description	Amount
2025-01-0018 dated January 30, 2025	Supply and Delivery of Office Supplies for DPWH Bulacan 3rd District Engineering Office, San Rafael, Bulacan.	PHP 999,630.70

ARTHUR Q. SANTOS
Chief, Planning and Design Division
(BAC-Chairman)



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Name of Procuring Entity: DPWH Regional Office No. III Request for Quotation (P.R. No.): 2025-01-0018
Revised on: N/A Date: January 30, 2025 ABC: PHP 999,630.70
Standard Form/Title: REQUEST FOR QUOTATION Office/End-User: Bulacan 3rd District Engineering Office

Mode of Procurement : Small Value Procurement

COMPANY NAME : PHILGEPS No.:

ADDRESS : TCC No.:

TEL./FAX NUMBER : TIN:

Please submit your quotation for the item (s) listed below, which may be submitted in person at Bidding Room, Procurement Unit, 2nd Floor, DPWH Regional Office No. III Bldg., Sindalan, City of San Fernando, Pampanga, or thru registered mail, not later than 10:00 A.M. of May 27, 2025. Quotation may be submitted open or sealed and should be duly signed by the firm's owner or authorized representative to the terms and condition, hereof.

TERMS AND CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period within Thirty (30) CD 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 Inventory/Common Office Supplies and one (1) year for Office Equipment from the date of acceptance by the end-user.
- Price validity must be stated by the Bidder. Price validity must not be less than sixty (60) Calendar Days
- PhilGEPS Registration Certificate and/or PhilGEPS Registration Number, Mayor's/Business Permit, Latest Tax Clearance, Income/Business Tax Return and Duly Notarized Omnibus Sworn Statement shall be attached upon submission of the quotation.
- Bidders must quote for all the items. Any erasure, correction or alternation made by the bidders in any of the items shall render the bid non-complying, hence, a ground for disqualification.
- Please indicate the brand for each items being offered.
- To present a sample for inspection as indicated in the items to be bid for.
- The DPWH reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.

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Item No.	ITEMS and DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Supply and Delivery of Office Supplies for DPWH Bulacan 3rd District Engineering Office, San Rafael, Bulacan				
1	FOLDER, with tab, Legal, 100pcs/pack (brown)	50	pack		
2	FOLDER, with tab, A4, 100pcs/pack (brown)	50	pack		
3	LOOSELEAF COVER, legal, Blue, 50sets/bundle	50	bundle		
4	SCISSORS, symmetrical/assymmetrical	100	pcs		
5	STAPLER, with staple remover	100	pc		
6	STAPLE WIRE, standard	50	box		
7	PUNCHER, paper, heavy duty	70	pcs		
8	TAPE, transparent, 24mm	500	roll		
9	MARKER, permanent, bullet type, black, 12pcs/box	30	box		
10	Battery AA, 1.5 volts, Zero Mercury, Alkaline, 10 years shelf life. 2pcs/pack	50	pack		
11	PHILIPPINE NATIONAL FLAG, lightweight knitted polyester, 3ft. x 5ft.	2	pc		
12	LAMINATING MACHINE	2	Unit		
13	LAMINATING FILM, A3, 100 sheet/pack	5	pack		
14	LAMINATING FILM, A4, 100 sheet/pack	5	pack		
15	PENCIL SHARPENER, manual, single cutter head	40	pcs		
16	Epson Maintenance Box C13T04D100 (for Epson Printer L14150 Series)	55	pc		
17	Binding Machine, Heavy Duty	3	Unit		
18	PVC Plastic Comb Binder rings 16mm 100pcs/pack	1	pack		
19	PVC Plastic Comb Binder rings 14mm 100pcs/pack	1	pack		
20	PVC Plastic Comb Binder rings 12mm 100pcs/pack	1	pack		
21	PVC Plastic Comb Binder rings 10mm 100pcs/pack	1	pack		

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 specefied by DPWH.

Brand and Model: _____
Delivery Period: _____

Warranty: _____
Price Validity: _____

Printed Name / Signature / Date

Tel Nos. 045-455-0566

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

AVCDDC/KQL



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