



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

Name of Procuring Entity : DPWH - Bukidnon 3rd DEO Request for Quotation (P.R. No.): 2025-02-0015  
Revised on : Date: April 23, 2025  
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, Dicklun, Manolo Fortich, Bukidnon.

**TERMS and CONDITIONS:**

- All entries must be typewritten or legibly written.
- 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.
- 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 BIR** and duly validated with the tax payments made thereon, c) **Certificate of PHILGEPS** registration, 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 items being offered/Brand Indicated will be final/No Substitution.
- The approved budget ceiling for this procurement is **₱64,278.43**

  
**ISMAEL R. ALAJID**  
BAC Chairperson  


ITEM NO.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1.	Clip, Backfold 50MM (12 pcs/box, no sharp metal edges, no comision)	5	box		
2.	Clip, Backfold 19MM (12 pcs/box, no sharp metal edges, no comision)	5	box		
3.	Clip, Backfold 25MM (12 pcs/box, no sharp metal edges, no comision)	5	box		
4.	Clip, Backfold 32MM (12 pcs/box, no sharp metal edges, no comision)	5	box		
5.	Correction Tape (wiper applicator, 5mm(W), 8mm (L), disposable geartype, songle line tape w/ rewinding, film based, cover white w/ protective cap, labels & marking confirm to RA 7394)	20	pcs		
6.	Date Stamping Machine	1	pcs		
7.	Document Tray, 3 tier metal-type	2	pcs		
8.	Double Sided Foam Tape (18mm x 5m, 1")	10	roll		
9.	Eraser, Felt for whiteboard	2	pcs		
10.	Expanding Envelope, Kraftboard (legal size, 500 pcs/box)	2	box		
11.	Expanding Envelope, Color Blue (legal size, 500 pcs/box)	2	box		
12.	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)	200	box		
13.	Finger Tip Moistener 10g (pastel/gel type, greaseless, odorless)	10	pcs		
14.	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		
15.	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		
16.	Masking Tape 1" (36mm x 20meters/yards)	10	roll		
17.	Masking Tape 2" (36mm x 20meters/yards)	10	roll		
18.	Note Pad 0.6" x 2" (5 colors, 500 sheets)	10	pad		
19.	Note Pad, stick on, 76mm x 76mm (3" x 3") min	10	pad		
20.	Note Pad, stick on, 76mm x 100mm (3" x 4") min	10	pad		
21.	Note Pad, stick on, 50mm x 76mm (2" x 3") min	10	pad		



ITEM NO.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
22.	Permanent Marker, refillable, water-proof, super color marker (broad tip, black)	10	piece		
23.	Permanent Marker, refillable, water-proof, super color marker (fine tip, black)	10	piece		
24.	Pencil lead w/ eraser, No. 2 - for adult (1doz./box, color black)	2	box		
25.	Photopaper (Bright white, glossy paper, 20 pcs/pack, 210GSM, A4 size)	10	pack		
26.	Photo Vinyl Sticker (Bright white, glossy paper, 10sheets/pack, A4 size) 210MM X 297MM	10	pack		
27.	Puncher (2 hole, 70mm/80mm Adjustable Heavy Duty Hole) W=123mm/4.8inch; H=176mm/6.9inch	5	pcs		
28.	Push pin, Flat head type, assorted colors	10	box		
29.	Staple wire No. 35	50	box		
30.	Staple Wire for Big Stapler (#23/8; 1000 staples)	3	box		
31.	Staple Wire for Big Stapler (#23/13; 1000 staples)	3	box		
32.	Staple Wire for Big Stapler (#23/23; 1000 staples)	3	box		
	***** Nothing Follows *****				
	TOTAL AMOUNT				

te: 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 to disqualification.

pose : FOR USE IN THE DAILY OFFICE OPERATIONS AT THE ADMINISTRATIVE SECTION (1ST QUARTER CY 2025)

nd and Model : \_\_\_\_\_ Warranty : \_\_\_\_\_  
 ury 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, Quantity 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