



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**MISAMIS ORIENTAL 1<sup>st</sup> DISTRICT ENGINEERING OFFICE**  
Gingoog City, Misamis Oriental, Region X



June 7, 2024  
(DATE)

## REQUEST FOR PRICE QUOTATIONS

RECEIVED BY:

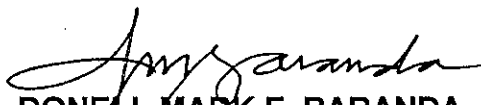
|    | NAME OF STORES | TIME & DATE | SIGNATURE |
|----|----------------|-------------|-----------|
| 1. | _____          | _____       | _____     |
| 2. | _____          | _____       | _____     |
| 3. | _____          | _____       | _____     |
| 4. | _____          | _____       | _____     |
| 5. | _____          | _____       | _____     |

PR No. & Date: 2024-05-216 dated May 03, 2024

PURPOSE: Supply and Delivery of Office Supplies to be used at DPWH-MOFDEO  
(all section)

Approved by:

Canvassed by:

  
**DONELL MARK F. BARANDA**  
OIC-Chief, Construction Section  
BAC Chairperson

  
**KRISTOFFER T. MONTIBON**  
Engineer II

Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**MISAMIS ORIENTAL 1ST DISTRICT ENGINEERING OFFICE**  
REGIONAL OFFICE X


Purok 5, Brgy. 26, Gingoog City, Misamis Oriental

|  |  |  |  |
|--|--|--|--|
| Name of Procuring Entity : <b>DPWH-MOFDEO</b>      |  | Request for Quotation : <b>2024-05-216</b> |  |
| Revised on :                                       |  | Date : <b>June 7, 2024</b>                 |  |
| Standard Form/Title : <b>REQUEST FOR QUOTATION</b> |  | Office/End-User : <b>ADE</b>               |  |
| 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 June 13, 2024 in the return envelope attached herewith, to the Procurement Unit Office, 3rd Floor DPWH - Misamis Oriental 1st District Engineering Office, Purok 5, Brgy. 26, Gingoog City

**TERMS and CONDITIONS :**

1. All entries must be typewritten or legibly written.
2. Delivery period within THIRTY (30) Working 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. Documents required to be submitted with the bid:
- 5.1 Certified copy of PhilGEPS;
- 5.2 Certified Copy of Mayor's Permit/Business Permit;
- 5.3 Notarized Omnibus Sworn Statement
6. Bidders shall submit original brochures of the product .
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is P 543,215.00

  
**DONELL MARK F. BARANDA**  
OIC-Chief, Construction Section  
BAC, Chairperson

| Item No. | ITEMS & DESCRIPTION                            | QTY. | UNIT   | UNIT PRICE | TOTAL PRICE |
|----------|--|------|--------|------------|-------------|
| 1        | Ballpen Fine Point, .5mm (Black)               | 350  | pcs    |            |             |
| 2        | Gel Sign Pen Ballpen .5mm smooth writing Black | 200  | pcs    |            |             |
| 3        | Ballpen Fine Point, .5mm (Green)               | 30   | pcs    |            |             |
| 4        | Battery "AAA" Alkaline 2pc/packet              | 30   | packet |            |             |
| 5        | Battery "AA" Alkaline 2pc/packet               | 30   | packet |            |             |
| 6        | Binder Clips 2" 12pcs/box                      | 10   | box    |            |             |
| 7        | Binder Clips 1 1/2" 12pcs/box                  | 10   | box    |            |             |
| 8        | Binder Clips 1" 12pcs/box                      | 20   | box    |            |             |
| 9        | Bond Paper A4 Size, 80gsm                      | 500  | reams  |            |             |
| 10       | Bond Paper Legal Size, 80gsm                   | 100  | reams  |            |             |
| 11       | Correction Tape, 6meters (min)                 | 200  | pcs    |            |             |
| 12       | Calculator Compact 12 digits                   | 2    | unit   |            |             |
| 13       | Colored Bond Assorted, Legal 250sheets/pack    | 20   | reams  |            |             |
| 14       | Colored Bond Blue, Legal Size 250sheets/pack   | 20   | reams  |            |             |
| 15       | DATA FILER W-11" L-13" THICKNESS 2.5" "Blue"   | 500  | pcs    |            |             |
| 16       | DATA FILER A4 SIZE "Blue"                      | 500  | pcs    |            |             |
| 17       | Duct Tape 2"x10m                               | 30   | roll   |            |             |
| 18       | Double Sided Tape 1"x10m                       | 100  | roll   |            |             |
| 19       | Double Sided Tape 2"x10m                       | 50   | roll   |            |             |
| 20       | Flash Drive 32 Gb Fast Transfer Software       | 20   | pcs    |            |             |
| 21       | Fingertip Moistener 100g                       | 10   | pcs    |            |             |
| 22       | Flourescent Marker, 3 colors/set               | 20   | sets   |            |             |
| 23       | Folder Tagboard, Legal                         | 500  | pcs    |            |             |
| 24       | Folder Tagboard, A4 Size                       | 300  | pcs    |            |             |
| 25       | Folder Expandable Legal                        | 200  | pcs    |            |             |
| 26       | Marker, Whiteboard, Black                      | 5    | pcs    |            |             |
| 27       | Marker, Permanent, Black                       | 30   | pcs    |            |             |
| 28       | Notepad, Stick-on (3"x3")                      | 30   | pad    |            |             |
| 29       | Notepad, Stick-on (3"x4")                      | 30   | pad    |            |             |

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 concur with the Terms and Conditions specified by DPWH.

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

**Purok 5, Brgy. 26, Gingoog City, Misamis Oriental**

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

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