



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REGIONAL OFFICE XIII
J. Rosales Avenue, Butuan City

Name of Procuring Entity : DPWH R.O. XIII, Butuan City Request for Quotation (P.R. No.): 24-06-220
Revised on : Date : June 11, 2024 ABC: Php 772,266.20
Standard Form/Title : REQUEST FOR QUOTATION Office /End-user : ORD, AD, EMD, FD, MD, QAHD

COMPANY NAME :

ADDRESS :

TEL. NO./FAX NO. :

TIN :

Please submit your quotation for the item/s listed below, subject to the Terms and Conditions hereof, which may be submitted in person or thru registered mail not later than 10:00 A.M. of JUN 21 2024 in a sealed or open envelope duly signed by the firm's owner or authorized representative, to the BAC Secretariat for Goods, DPWH Regional Office XIII, J. Rosales Avenue, Butuan City.

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period within 10 Cal. Days upon receipt of the approved funded Purchase Order (PO) Administrative penalties pursuant to Sec.69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
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- PhilGEPS Registration Number, certified true copy of Mayor's Permit and DTI or SEC shall be attached upon submission of the quotation.
- Certified true copy of Income/Business Tax Return for ABC Php500K & above and Notarized Omnibus Sworn of Statement for ABC Php50K & above shall be submitted before the award of Purchase Order (PO) for Small Value Procurement (Sect. 53.9 of the Revised IRR-RA9184).
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ORVILLE D. GO

Chief, ROW Acquisition & Legal Division
BAC-Chairperson

1st extension : _____

2nd extension : _____

3rd extension : _____

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ITEM No.	ITEMS AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Acetate, Pen, 10pcs/box	2			
2	Ballpen black, 12pcs/box	32			
3	Ballpen blue, 12pcs/box	28			
4	Ballpen red, 12pcs/box	1			
5	Ballpoint pen, in case, black	10			
6	Battery, dry cell, AA, 2pcs/pack	32			
7	Battery, dry cell, AAA, 2pcs/pack	52			
8	Book Binding Screw/Chicago Screw, aluminum, 2inches	100			
9	Book Binding Screw/Chicago Screw, aluminum, 3inches	100			
10	Book Binding Screw/Chicago Screw, aluminum, 4inches	100			
11	Calculator, JS-20B, 12 digit	15			
12	Carbon Film, PE, black, 216mm x 330mm, 100sheets/box	4			
13	CD-DVD Marker Pen, with cap, 0.60mm, black, extra fine tip, 12pcs/box	1			
14	Centennial Paper, white, 8 1/2 x 11, 10pcs/pack	18			
15	Clip backfold/binder clip, 19mm, 12pcs/box	10			
16	Clip backfold/binder clip, 25mm, 12pcs/box	10			
17	Clip backfold/binder clip, 32mm, 12pcs/box	44			
18	Clip backfold/binder clip, 41mm, 12pcs/box	10			
19	Clip backfold/binder clip, 50mm, 12pcs/box	44			
20	Construction paper, blue, 8.5in x 11inches	30			
21	Cork Board with wooden frame, 18x24inches	2			
22	Cutter Knife, auto lock with flat push bottom, 18mm x 100mm blade	6			
23	Data File Box, blue, made of thick chifboard, 15.5"x9.5"x4.5"	4			
24	Detergent powder, complete, 700grams	15			
25	Diswashing liquid, lemon, 500ml	10			
26	Engineer's Field Book	25			
27	Envelope, Documentary, for short size document, 500pcs/box	1			
28	Envelope, expanding, garter string, legal size, 100pcs/box	3			
29	Envelope, expanding, garter string, short size, 100pcs/box	2			
30	Envelope, expanding, kraft, legal size, 100pcs/box	3			
31	Envelope, expanding, plastic, legal size	40			
32	Envelope, expanding, plastic, legal size, with handle	80			
33	Envelope, Mailing, ordinary long, white, 500pcs/box	5			
34	Envelope, plastic, legal size, colored	10			
35	Envelope, plastic, legal size, with handle	10			
36	Envelope, transparent, legal size	10			
37	Envelope, transparent, with center lock & holder, legal size	10			
38	Eraser for white board, big size, 5"x2"	3			
39	Fastener for paper, plastic coated, 70mm, 50sets/box	86			
40	Fastener for paper, plastic coated, 8.5inches, 50sets/box	30			



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ORMIR D. GO

Chief, ROW Acquisition & Legal Division
BAC-Chairperson

1st extension : _____
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ITEM No.	ITEMS AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
41	File Organizer box with cover, made of thick chifboard, 11"x15.5"x11"	5			
42	Folder, expanding, legal size	100			
43	Folder, expanding, legal size, 100pcs/pack	3			
44	Folder, Pressboard, legal size, 100s/pack	1			
45	Folder, sliding, legal size, 100pcs/pack	1			
46	Folder with tab, brown, A4 size, 100pcs/pack	1			
47	Folder with tab, white, legal size, 100pcs/pack	13			
48	Glue, all purpose, 300 grms min.	12			
49	Glue, all purpose, 500 grms min.	0			
50	Hand Sanitizer, 500ml	20			
51	ID with sling (blue/red)	60			
52	Ink, Marker Permanent, black	1			
53	Ink, Marker Permanent, blue	1			
54	Laminating film 228mm x 100mm x 125 micron (9 inches)	2			
55	Marker, flourescent, 3 colors/set	17			
56	Marker permanent, broad tip, black	3			
57	Marker permanent, bullet tip, black	47			
58	Marker whiteboard, bullet tip, black	37			
59	Marker whiteboard, bullet tip, blue	25			
60	Marker whiteboard, bullet tip, red	15			
61	Note Book, Stenographer	60			
62	Numbering machine ink (metal ink), 28ml	11			
63	Paper Clip, vinyl coated gem, assorted color, 32 mm, 70pcs/box	54			
64	Paper Cutter, wooden base, 12x15inches, 12sheets max. cuts-up	1			
65	Paper fingertip moistener, non-toxic odorless, 40grams	10			
66	Paper mimeographing, legal size	35			
67	Paper mimeographing, short size	15			
68	Paper Multicopy, 70 gsm, A3 size	201			
69	Paper Multicopy, 70 gsm, A4 size	370			
70	Paper Multicopy, 70 gsm, legal size	270			
71	Paper Multicopy, 80 gsm, short size	250			
72	Parker Blistered refill	20			
73	Parker Roller Ball, refill, medium, 0.8, blue	12			
74	Paste, water well, 200grams	50			
75	Philippine Flag, 4ft x 8ft	2			
76	Photopaper, double sided, glossy, 200gsm, A4 size, 10pcs/pack	4			
77	Photopaper, double sided, glossy, 120gsm, A4 size, 50pcs/pack	30			
78	Photopaper, glossy, A4 size, 200gsm, 10pcs/pack	4			
79	Puncher, 75xl heavy duty, with two hole guide	9			
80	Push Pins, round head type, assorted colors, 100pcs/case	1			
81	Record Book, 150 pages, size 17.2cm x 28.5cm	30			



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ITEM No.	ITEMS AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
82	Record Book, 300 pages, size 17.2cm x 28.5cm	35			
83	Record Book, 500 pages, size 17.2cm x 28.5cm	35			
84	Record Book, 150 pages, size 8.5in x 11inches	8			
85	Record Book, 300 pages, size 8.5in x 11inches	119			
86	Record Book, 500 pages, size 8.5in x 11inches	163			
87	Rubber Band, 70mm min lay flat length (#18)	6			
88	Ruler, plastic, 12 inches, 1 piece in individual plastic	4			
89	Self inking mini Dater, S-300	5			
90	Sign film index (plain), semi-transparent self adhesive, 100sht/pack	5			
91	Signpen, black, 0.4	10			
92	Signpen, blue, 0.4	10			
93	Signpen, black, 0.5	141			
94	Signpen, blue, 0.5	151			
95	Signpen, black, 0.4, 12pcs/box	12			
96	Signpen, blue, 0.4, 12pcs/box	2			
97	Signpen, red, 0.4, 12pcs/box	2			
98	Signpen, black, 0.5, 12pcs/box	60			
99	Signpen, blue, 0.5, 12pcs/box	90			
100	Signpen, red, 0.5, 12pcs/box	2			
101	Signpen, Refill, ball point for parker, black, 12pcs/box	1			
102	Signpen, Refill, ball point for parker, blue, 12pcs/box	1			
103	Sign Pen Refill, liquid gel, black, 0.3 mm, 12pcs/box	4			
104	Sign Pen Refill, liquid gel, blue, 0.3 mm, 12pcs/box	2			
105	Sign Pen Refill, black, 0.4 mm, 12pcs/box	29			
106	Sign Pen Refill, blue, 0.4 mm, 12pcs/box	25			
107	Sign Pen Refill, black, 0.5 mm, 12pcs/box	25			
108	Sign Pen Refill, blue, 0.5 mm, 12pcs/box	25			
109	Stain remover, 500ml	2			
110	Stamp Pad, felt, No. 3	10			
111	Stamp pad ink, black, 30ml	4			
112	Stamp pad Ink, violet, 30ml	22			
113	Staple Wire, Heavy Duty, 23/13	3			
114	Staple Wire, Heavy Duty, 23/17	3			
115	Staple wire, copper, standard no. 35, 5000pcs/box	30			
116	Staple wire, metal, standard no. 35, 5000pcs/box	95			
117	Staple remover, plier type	2			
118	Stapler No. 35 w/ remover	15			
119	Stapler binder type heavy duty, 25/13, 135sheets stapling capacity	1			
120	Sticker paper, legal, white, 20sheets/pack	1			
121	Sticky Note, 1x2inches, 5 colors in pad, 100sheets/pad	25			
122	Sticky Note, 2x2inches, 5 colors in pad, 100sheets/pad	30			



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123	Sticky Note, 2x3inches, 5 colors in pad, 100sheets/pad	0			
124	Sticky Note, 2x4inches, 5 colors in pad, 100sheets/pad	25			
125	Sticky Note, 3x3inches, 5 colors in pad, 100sheets/pad	10			
126	Sticky Note, 3x4inches, 5 colors in pad, 100sheets/pad	5			
127	Sticky Note, 4x4inches, 5 colors in pad, 100sheets/pad	14			
128	Tape, double sided, 24mm x 10 mtrs	43			
129	Tape, double sided, 48mm x 10 mtrs	7			
130	Tape, duct/cloth, silver, 48mm x 50 mtrs	28			
131	Tape, electrical, 24mm x 50 mtrs	5			
132	Tape, Masking, 24mm x 50 mtrs	30			
133	Tape, Masking, 24mm x 100 mtrs	12			
134	Tape, Masking, 48mm x 50 mtrs	25			
135	Tape, Masking, 48mm x 100 mtrs	14			
136	Tape, Packaging, 48mm x 50 mtrs	35			
137	Tape, Packaging, 48mm x 100 mtrs	17			
138	Tape, Transparent, 24mm x 50 mtrs	80			
139	Tape, Transparent, 24mm x 100 mtrs	56			
140	Tape, Transparent, 48mm x 50 mtrs	10			
141	Toilet Bowl cleaner, 500ml	15			
142	Toilet Brush, nylon plastic	2			
143	Training kit, cloth type bag, (incl; pencil, signpen, steno notebook)	20			
144	View Binder Refil (comix), A4 size, 10pcs/pack	10			
145	Yellow pad	3			

Purpose: Purchase of various office supplies for 2nd quarter CY-2024 to be used under ORD, AD, EM, FD, MD & QAHD

Please specify brand names & model, if applicable.

Brand : _____
Model : _____

Warranty : _____
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 Term and Conditions specified by DPWH.

Tel. No.: 975-9174

Telefax No.: 975-9174
c/o Procurement Staff
email: bac_r13@dpwhnet.gov.ph

Signature over Printed Name / Date

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