



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.): 24-10-508	
Revised on :	Date : October 29, 2024	ABC: Php 538,456.00
Standard Form/Title : REQUEST FOR QUOTATION	Office /End-user : Administrative Division	
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 **NOV 07 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 60 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.
- Warranty shall be for a minimum of three (3) months for supplies & materials; one (1) year for Equipment; three (3) years for IT equipment from date of acceptance by the end user.
- Price validity shall be for a period of sixty (60) calendar days.
- 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).
- 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.

JOEY D. GINGANE
Chief, Administrative Division
BAC-Chairperson

1st extension : _____
2nd extension : _____
3rd extension : _____

The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all the items. Otherwise they will be subjected for disqualification.

ITEM No.	ITEMS AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Ballpen, black, 12's/box	2	box		
2	Ballpen, red, 12's/box	1	box		
3	Battery, dry cell AA, 2pcs/pack	33	pack		
4	Battery, dry cell AAA, 2pcs/pack	33	pack		
5	Calculator	3	unit		
6	Centennial Paper, White, 8 1/2 x 11, 10pcs/pack	15	pack		
7	CLIP, backfold/Binder Clip, 25mm, 12pcs/box	10	box		
8	CLIP, backfold/Binder Clip, 32mm, 12pcs/box	16	box		
9	CLIP, backfold/Binder Clip, 50mm, 12pcs/box	11	box		
10	Detergent Powder, complete, 1kilogram	8	pack		
11	Diswashing Liquid, lemon, 250ml	30	btl		
12	Envelope, Documentary for A4 size document, 500pcs/box	1	box		
13	Envelope, Documentary for legal size document, 500pcs/box	1	box		
14	Envelope, Expanding,kraft, legal, size	300	pcs		
15	Envelope, mailing, ordinary long, 500pcs/box	1	box		
16	Eraser for whiteboard, big size, 5" x 2"	2	pcs		
17	Fastener, for paper, plastic coated 70mm, 50 sets/box	50	box		
18	File Organizer box, single with cover, made of thick chifboard, 11" x 15.5"	20	pcs		
19	File Organizer box, double without cover, made of thick chifboard, 11" x 1	23	pcs		
20	Folder, Pressboard,legal size, 100pcs/pack	2	pack		
21	Folder with Tab, brown, A4 size, 100pcs/pack	3	pack		
22	Folder with Tab, brown, legal size, 100pcs/pack	2	pack		
23	Folder with Tab, white, A4 size, 100pcs/pack	1	pack		
24	Folder with Tab, white, legal size, 100pcs/pack	2	pack		
25	Glue, multipurpose, 130 grms min.	2	jar		
26	Hand Sanitizer, 500 ml	30	btl		
27	ID with Sling (blue/red)	200	pcs		
28	Insecticide, aerosol type	20	btl		
29	Laminating Film 228mm x 100mm x 250 micron (9 inches)	1	rll		
30	Marker, permanent, broad tip, black	5	pcs		
31	Marker, permanent, bullet tip, black	39	pcs		
32	Note Book, Stenographer	300	pcs		
33	Paper Clip, vinyl coated gem, assorted color, 32mm, 70pcs per box	2	box		
34	Paper Cutter, wooden base, 12x15inches, 12sheets max. cuts-up	1	pc		
35	Paper Multicopy, 80gsm, A4 size	300	rms		
36	Paper Multicopy, 80gsm, legal size	140	rms		
37	Paper Multicopy, 70gsm, A3 size	200	rms		
38	Paper Multicopy, 70gsm, A4 size	565	rms		
39	Paper Multicopy, 70gsm, legal size	100	rms		
40	Pencil, Lead w/ eraser, 12pcs/box	3	box		
41	Photopaper, glossy, A4 size, 180gsm, 10pcs/pack	10	pack		



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ITEM No.	ITEMS AND DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
42	Puncher, 75XL, heavy duty with two hole guide	2	pcs		
43	Record Book, 300 pages size 8.5in x 11 inches	15	book		
44	Record Book, 500 pages size 8.5in x 11 inches	15	book		
45	Self inking mini Dater, S-300	5	pcs		
46	Sign film index (sign here) semi-transparent self adhesive, 100shts/pack	4	pack		
47	Signpen, black, 0.4, 12pcs/box	32	box		
48	Signpen, blue, 0.4, 12pcs/box	12	box		
49	Signpen, black, 0.5, 12pcs/box	40	box		
50	Signpen, blue, 0.5, 12pcs/box	42	box		
51	Signpen, Refill, black, 0.4mm 12pcs/box	2	box		
52	Signpen, Refill, black, 0.5mm 12pcs/box	2	box		
53	Stain Remover, 500 ml	6	btl		
54	Stamp Pad Ink, violet, 50 ml	10	btl		
55	Staple Wire, copper, Standard no. 35, 5000pcs/box	26	box		
56	Staple Wire, metal, Standard no. 35, 5000pcs/box	21	box		
57	Stapler, no. 35 with Remover	7	pcs		
58	Sticker paper, legal, white, 20's/pack	3	pack		
59	Sticky Note, 3x3 inches, 5 colors in pad, 100shts/pad	100	pad		
60	TAPE, double sided, 24mm x 10 mtrs	8	roll		
61	Tape, duct/cloth, silver, 48mm x 11 yards	6	roll		
62	Tape, masking, 24mm, 50 yards	19	roll		
63	Tape, packaging, 48m, 50 yards	18	roll		
64	Toilet Bowl Cleaner, 900 ml	20	btl		
65	Trash/garbage bag, black medium, 100pcs/pack, 100pcs/bag	1	bag		
66	Tray, metal, 3 layers, detachable	4	pc		
67	Wall Clock	1	pc		

Purpose: Purchase of various printer consumables to be used under Admin. Div.

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