



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.): 24-10-509
Revised on : Date : October 29, 2024 ABC: Php 303,768.64
Standard Form/Title : REQUEST FOR QUOTATION Office /End-user : Office of the Regional Director

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	Acetate/transparency Film, A4, clear, 200micron, 100pcs/pack	1	pack		
2	Acetate/transparency Film, legal, clear, 200micron, 100pcs/pack	1	pack		
3	Ballpen, black, 12's/box	5	box		
4	Ballpen, blue, 12's/box	1	box		
5	Battery, dry cell AA, 2pcs/pack	36	pack		
6	Battery, dry cell AAA, 2pcs/pack	48	pack		
7	CLIP, backfold/Binder Clip, 19mm, 12pcs/box	5	box		
8	CLIP, backfold/Binder Clip, 25mm, 12pcs/box	11	box		
9	CLIP, backfold/Binder Clip, 32mm, 12pcs/box	16	box		
10	CLIP, backfold/Binder Clip, 50mm, 12pcs/box	12	box		
11	Corkboard with wooden frame, 18 x 24 inches	3	pc		
12	Envelope, Documentary for A4 size document, 500pcs/box	2	box		
13	Envelope, Documentary for Legal size document, 500pcs/box	2	box		
14	Envelope, mailing, ordinary long, 500pcs/box	1	box		
15	Facial Tissue, big	24	box		
16	Fastener, for paper, plastic coated 70mm, 50 sets/box	14	box		
17	Ink for Self-inking stamp, black	1	bt1		
18	Laminating Film 250 micron, legal size	1	rms		
19	Laminating Film 250 micron, Short size	1	rms		
20	Marker, permanent, bullet tip, black	10	pcs		
21	Marker, permanent, bullet tip, blue	4	pcs		
22	Marker, whiteboard, bullet tip, black	9	pcs		
23	Paper Clip, vinyl coated gem, assorted color, 32mm, 70pcs per box	7	box		
24	Paper Clip, vinyl coated gem, assorted color, 48mm, 70pcs per box	7	box		
25	Paper Multicopy, 80gsm, A4 size	430	rms		
26	Paper Multicopy, 80gsm, legal size	16	rms		
27	Paper Multicopy, 70gsm, A3 size	1	rms		
28	Parker, roller Ball, refill, medium, 0.8 black	24	pcs		
29	Parker, roller Ball, refill, medium, 0.8 blue	24	pcs		
30	Photopaper, double sided, glossy, 120gsm, A4 size, 50pcs/pack	80	pack		
31	Photopaper, glossy, A4 size, 180gsm, 10pcs/pack	40	pack		
32	Puncher, 75XL, heavy duty with two hole guide	1	pcs		
33	Push Pins, round head type, assorted colors, 100pcs/case	4	case		
34	Record Book, 300 pages size 8.5in x 11 inches	10	book		
35	Record Book, 500 pages size 8.5in x 11 inches	46	book		
36	Self-inking mini dater, S-300	5	pcs		
37	Sign film index (sign here) semi-transparent self adhesive, 100shts/pack	30	pack		
38	Signpen, Liquid gel, black, 0.3mm, 12pcs/box	6	box		
39	Signpen, Liquid gel, blue, 0.3mm, 12pcs/box	4	box		
40	Signpen, Liquid gel, black, 0.4mm, 12pcs/box	10	box		
41	Signpen, Liquid gel, blue, 0.4mm, 12pcs/box	10	box		

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